

STAFF REPORT

Date: August 14, 2024

To: Mayor and City Council

Through: Jackie Bryant, Interim City Manager

Subject: Staff Report (For Possible Action): Approval to purchase reflective sign materials and Telespar signposts by utilizing any joinder contracts, as allowed under Nevada Revised Statutes (NRS) 332.195, or the City of Reno's Competitive Bid Process in an amount not to exceed \$200,000. (Street Fund)

From: Tim Hendricks, Maintenance & Operations Manager

Department: Maintenance and Operations

Summary:

The Maintenance & Operations Department's Street Maintenance Division is responsible for maintaining and installing signage throughout the City. The Division purchases reflective sign materials to fabricate signs in-house and Telespar signposts for sign installations. Staff recommends Council approval to purchase reflective sign materials and Telespar signposts by utilizing any joinder contracts, as allowed under Nevada Revised Statutes (NRS) 332.195, or the City of Reno's Competitive Bid Process in an amount not to exceed \$200,000.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?	X	
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?	X	
Other Considerations		
What percent of the total City budget does this item represent?	0.021%	

Alignment with Strategic Plan:

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:

On July 24, 2024 – Council authorized the Director of Maintenance & Operations to execute purchase orders or required contracts for the purchase of materials and equipment for street and traffic signal maintenance and repairs pursuant to Chapter 332 of the NRS for fiscal year (FY) 24/25.

Background:

The Maintenance & Operations Department's Street Maintenance Division is responsible for maintaining and installing signage throughout the City. Reflective sign materials are required to fabricate signs and Telespar signposts are required for sign installations. All signs are produced in-house on an as needed basis.

Discussion:

The purchases of Telespar signposts, signpost sleeves, and reflective materials are made on an as needed basis to maintain a minimum year-round inventory. Authorization for the purchase allows the Director of Maintenance & Operations to award bids under NRS 332.195 and/or the City of Reno Competitive Bid Purchasing per City Policy 303 and NRS 332 without returning to Council for award of the contracts pursuant to the resolution approved at the July 24, 2024, Council meeting.

Financial Implications:

Funding for purchases has been allocated and approved in the Maintenance & Operations Streets Maintenance FY 24/25 Budget.

Legal Implications:

NRS 332.195 allows for local governments to use the joinder provision of bids from other local governments and City Policy 303 and NRS 332 et. seq. authorize the competitive bid process.

Recommendation:

Staff recommends Council approve the purchase of reflective sign materials and Telespar signposts by utilizing any joinder contracts, as allowed under NRS 332.195, or the City of Reno's Competitive Bid Process in an amount not to exceed \$200,000.

Proposed Motion:

I move to approve the purchase of reflective sign materials and Telespar signposts by utilizing any joinder contracts, as allowed under NRS 332.195, or the City of Reno's Competitive Bid Process in an amount not to exceed \$200,000.

Attachments: