



WASHOE COUNTY

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CM/ACM _____
Comptroller _____
DA N/A
Risk Mgmt N/A
HR N/A

STAFF REPORT

BOARD MEETING DATE: JULY 14, 2015

DATE: Wednesday, June 24, 2015
TO: Board of County Commissioners
FROM: Michael L Sullens, Purchasing and Contracts Manager
775-328-2281, msullens@washoecounty.us
THROUGH: Joey Orduna Hastings, Assistant County Manager
775-328-2016, jhastings@washoecounty.us

SUBJECT: Acknowledge status report on award of Washoe County RFP 2901-14 for Office Supplies and Office Consumables to It's My Community Store and possible direction to staff regarding administration of the office supply and office consumables agreement. (All Commission Districts)

SUMMARY

Acknowledge status report on award of Washoe County RFP 2901-14 for Office Supplies and Office Consumables to It's My Community Store and possible direction to staff regarding administration of the office supply and office consumables agreement.

Strategic Objective supported by this item: Sustainability of our financial, social and natural resources.

PREVIOUS BOARD ACTION

On October 14, 2014, the Board awarded Washoe County RFP #2901-14 for Office Supplies and Office Consumables to It's My Community Store.

On November 8, 2011, the Board approved the retention of OfficeMax, Inc., utilizing the joinder provision of the Oakland County, Michigan (America Saves Program) on an interim basis, and authorized the Purchasing Office to solicit new bids or enter into a new joinder agreement.

On April 27, 2010, the Board approved extending the joinder with Oakland County, Michigan Contract 001260 (America Saves), for Office Supplies and Copy Paper through May 31, 2011 and any period of extensions.

October 10, 2006, the Board approved utilization of the OfficeMax Contact with Oakland County, Michigan Contract B0286538 (America Saves) and State of Nevada Bid 7155, which

included My Office Products and OfficeMax for a period of three years, 10/6/2006 through 10/6/2009, Board of County Commissioners approval #06-1117.

STATUS REPORT

The resulting agreement with It's My Community Store as approved by the Board on October 14, 2014 provides that It's My Community Store will be the primary office supply and office consumable contractor for Washoe County. By mutual agreement, start up of the new office supply contract was November 17, 2014 to allow time for It's My Community Store to meet with departments to discuss the new office supply agreement and provide details for how to use the new website to place orders. It's My Community Store offered departments a choice of four (4) dates and times to attend a training where they could meet the new supplier, receive an overview of their program, a website demonstration, and get all of their questions answered. Trainings were held at the following dates and times:

- November 6th at 2:30 PM County Health District, Building B Conference Room B
- November 7th at 9:00 AM County Health District, Building B Conference Room B
- November 12th at 3:30 PM Comptroller's, Building D, Conference Room #233
- November 13th at 10:00 AM Sheriff's Office, NV Conference Room

An announcement of the new office supply contractor, the trainings, and planned start date were sent out via email to the Technology Services WINnet Requisitioners group on Monday, October 27th. This group encompasses the lion share of department staff responsible for purchasing office supplies and office consumables.

On January 27th, 2015, the Purchasing Office sent an email out to department users who still retained blanket purchase orders with OfficeMax reminding them of the County's new office supply contract with It's My Community Store. Several departments indicated they were now using their P-Card for office supply purchases with It's My Community Store in lieu of blanket purchase orders but preferred to keep their blanket purchase orders in place until they expired.

On February 12, 2015 Purchasing sent out an email to the Technology Services WINnet Requisition Users Group reminding them of the new office supply contract with It's My Community Store.

On Monday, June 8th, the Washoe County Manager's Office issued the following reminder as part of the Manager's Monday Memo:

IMCS Reminder: *As we begin FY16, we want to remind you the BCC awarded a competitive supply contract to It's My Community Store last fall. It's My Community Store is the County's primary source for office supplies and office consumables, including copy paper and toner cartridges. If you have any questions or concerns regarding office supplies and office consumables, please contact Jenifer Rose from It's My Community Store at jenrosellc@aol.com or (775) 745-9445. Ms. Rose is committed to working with the County to achieve the best prices and customer service.*

PROGRESS OF AGREEMENT SINCE INCEPTION

The following chart shows total office supply office consumable sales volume between OfficeMax and It's My Community Store on a month to month basis since contract inception.

	OfficeMax	IMCS (901618)	IMCS (110483)
	PO & P-Card	P-Card	Purchase Order
	FY 15	FY 15	FY 15
November	\$28,966	\$526	\$0
December	\$37,085	\$18,551	\$459
January	\$24,072	\$12,422	\$0
February	\$29,533	\$20,316	\$322
March	\$19,348	\$21,643	\$261
April	\$24,709	\$27,165	\$2,551
May	\$11,335	\$12,464	\$1,192
June	\$25,391	\$14,974	\$678
	\$200,439	\$128,061	\$5,463

Due to the fact that Office Depot-Max had been the County's primary vendor of record for many years running, and that the new agreement with It's My Community Store commenced in November, it may be assumed that some departments front loaded expenditures for office supplies at the start of fiscal year FY 15 in July of last year and/or were slow or reluctant to switch suppliers mid-year. There have also been some reported concerns by departments with the pricing offered by IMCS and the lack of user friendliness with the IMCS website. These are not widely reported but may be a factor in some continued "off contract" purchases with Office Depot-Max. Other departments such as the Sheriff's Office have indicated a preference to keep their options open by continuing to maintain blanket purchase orders with both vendors. The Purchasing Office has sent out emails encouraging departments to consider It's My Community Store as their primary source for office supplies and to contact It's My Community Store directly if there are any problems with orders or pricing.

Under the current contract with It's My Community Store, as with the office supply contracts of the past, the contract is non-exclusive providing the opportunity for departments to make purchases from an alternative source when determined to be beneficial or expedient to do so. That determination is made by the departments who place their own orders for office supplies either by placing orders against a blanket purchase order or through the use of County Pro-Cards.

The following chart on page 4 shows sales by County department from 11/01/2014 to June 5, 2015. The chart compares sales between the former and the new office supply contractor. No other office supply vendors have been utilized to any appreciable amount. Office furniture which is not considered an office supply or office consumable has been purchased from It's My Community Store along with OfficeMax, Reno Business Interiors, Machabee Office Environments, and Kahl Commercial Interiors. The expenditures for office supplies by department does not include office furniture.

Breakdown by Department	Office Depot/Max	It's My Community Store
Alternate Public Defender	\$ 302.91	\$ 5,213.43
Alternative Sentencing	\$ -	\$ 2,614.10
Animal Services	\$ 1,015.57	\$ 1,633.73
Assessor	\$ 1,689.39	\$ 3,461.96
Building Inspection	\$ 1,346.35	\$ 686.82
Clerk	\$ 866.11	\$ 333.42
Comptroller	\$ 541.14	\$ 3,013.51
Coroner	\$ 213.35	\$ 4,293.79
CSD	\$ 7,850.66	\$ 9,052.44
District Attorney	\$ 33,975.24	\$ 75.16
District Court	\$ 30,428.71	\$ 6,708.51
Health	\$ 8,471.58	\$ 10,329.93
Human Resources	\$ 69.27	\$ 1,959.85
Incline Constable	\$ -	\$ -
Incline Justice	\$ 39.99	\$ 624.43
Juvenile Services	\$ 2,636.47	\$ 6,296.79
Library	\$ 7,025.74	\$ 5,252.29
Manager's (incl. Emerg. Mgmt)	\$ 3,209.04	\$ 4,274.94
Public Administrator	\$ 509.80	\$ 2,459.74
Public Defender	\$ 7,936.15	\$ 172.04
Public Guardian	\$ 10.30	\$ 2,024.92
Recorder	\$ 7,089.07	\$ 176.27
Reno Justice	\$ -	\$ 5,810.86
Senior Services	\$ 2,799.44	\$ -
Sheriff	\$ 55,374.99	\$ 8,955.69
Social Services	\$ 2,991.72	\$ 29,550.26
Sparks Justice	\$ 104.85	\$ 3,194.08
Technology Services	\$ 209.26	\$ 2,511.33
TMFPD	\$ 4,907.86	\$ 5,784.78
Treasurer	\$ 1,432.00	\$ 2,772.38
Voter Registration	\$ -	\$ 1,476.95
Wadsworth Justice	\$ -	\$ -

\$ 183,046.96 \$ 130,714.40

While there is some discrepancy in the actual volume of office supply sales between the monthly totals shown on the previous page and department totals shown above, clearly both vendors continue to supply County requirements for office supplies.

The County's agreement with It's My Community Store also provides that they will make a donation on behalf of the County to a charity of the County's choosing in amounts from 2% to 8% of sales on a quarterly basis. The Manager's Office has indicated that charity selection is to be determined by the Board. Charitable donation amount through March has accrued to \$2,984.45 and represents approximately 4% of total sales volume through March 2015.

The percentage of sales with It's My Community Store is expected to increase in the new fiscal year as departments continue to become more familiar with the capabilities and offerings of It's My Community Store. It's My Community Store may wish to contact some of those departments identified in this report that are continuing to utilize Office Depot/Max for some of their office supply requirements in order to find out how more of their business might be obtained in the future. The Purchasing Office is happy to assist the vendor with distributing via email any information that might encourage departments to increase their spend with It's My Community Store.

It is intended that a staff report will be prepared in November providing another update on the office supply agreement and offering the Board the opportunity to consider whether or not to renew the agreement with It's My Community Store for the first of two optional one year renewal periods.

RECOMMENDATION:

It is recommended that the Board acknowledge the status report on award of Washoe County RFP 2901-14 for Office Supplies and Office Consumables to It's My Community Store and possible direction to staff regarding administration of the office supply and office consumables agreement.

MOTION:

Move to acknowledge the status report on award of Washoe County RFP 2901-14 for Office Supplies and Office Consumables to It's My Community Store and possible direction to staff regarding administration of the office supply and office consumables agreement.