



# WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM   
Finance   
DA   
Risk Mgt n/a  
HR n/a  
Other n/a

## STAFF REPORT BOARD MEETING DATE: October 25, 2016

**DATE:** Monday, October 24, 2016  
**TO:** Board of County Commissioners  
**FROM:** Kevin Schiller, Assistant County Manager 328-2008,  
[kschiller@washoecounty.us](mailto:kschiller@washoecounty.us)

**THROUGH:** John Slaughter, County Manger

**SUBJECT:** Acknowledge status report on agreement with It's My Community Store for Office Supplies and Office Consumables and provide direction to staff regarding initiation of the second of two optional one year renewals of the agreement from November 17, 2016 to November 16, 2017.  
All Commission Districts.

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### SUMMARY

Acknowledge status report on agreement with It's My Community Store for Office Supplies and Office Consumables and provide direction to staff regarding initiation of the second of two optional one year renewals of the agreement from November 17, 2016 to November 16, 2017.

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

### PREVIOUS BOARD ACTION

On November 12, 2014, the Chairman of the Washoe County Commission signed a non-exclusive agreement with It's My Community Store to provide office supplies and office consumables for a term of one year with the County retaining the option for two, one year renewals.

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

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.

AGENDA ITEM # 12

The following chart shows office supply sales by department from July 1, 2015 to June 30, 2016. The chart compares sales volume from It's My Community Store, the County's primary contractor and OfficeDepotMaxOffice, former principal contractor. Office supply expenditure reports by department are provided monthly to the Manager's Office.

Breakdown by Department	IMCS	OfficeMax
	FY 16	FY 16
Alternate Public Defender	\$7,249.76	\$0.00
Alternative Sentencing	\$4,856.02	\$0.00
Animal Services	\$2,164.68	\$1,324.90
Assessor	\$5,868.50	\$5,126.17
Clerk	\$2,075.42	\$866.00
Comptroller	\$6,246.97	\$165.46
Coroner / Medical Examiner	\$5,347.52	\$143.52
CSD	\$18,338.01	\$10,087.27
District Attorney	\$14,315.85	\$37,149.47
District Court	\$29,851.29	\$10,907.63
Health	\$4,875.44	\$15,674.44
Human Resources	\$2,568.03	\$284.05
Incline Justice	\$1,803.78	\$0.00
Juvenile Services	\$12,546.06	\$1,672.42
Library	\$6,768.36	\$11,772.52
Manager's	\$5,911.17	\$0.00
Public Administrator	\$1,816.41	\$1,033.78
Public Defender	\$2,451.33	\$23,311.54
Public Guardian	\$4,824.54	\$603.50
Recorder	\$3,822.43	\$7,371.13
Registrar of Voters	\$2,215.91	\$301.67
Reno Justice Court	\$12,055.07	\$0.00
Senior Services	\$3,597.70	\$553.95
Sheriff	\$46,248.06	\$34,470.02
Social Services	\$37,911.94	\$10,175.51
Sparks Justice Court	\$3,948.79	\$0.00
Technology Services	\$5,812.23	\$1,124.90
Treasurer	\$5,247.64	\$434.00
Wadsworth Justice	\$285.02	\$0.00
<b>Grand Total</b>	<b>\$261,023.93</b>	<b>\$174,553.85</b>