



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM ___
Finance ___
DA NA
Risk Mgmt NA
HR NA

STAFF REPORT

BOARD MEETING DATE: May 10th, 2016

DATE: Tuesday, April 12th, 2016
TO: Board of County Commissioners
FROM: Richard C. Williams, Buyer, Purchasing Division, Washoe County Comptrollers Department. 775-328-2283; email: rwilliams@washoecounty.us

THROUGH: Cathy Hill, Comptroller, Washoe County Comptrollers Department
775-328-2563, chill@washoecounty.us

Ryan Hensley, Washoe County Sheriff's Detention Service Manager
775-328-6350; rhensley@washoecounty.us

Jon Bozanich, Washoe County Juvenile Services, Fiscal Compliance Officer
775-325-7814; jbozanich@washoecounty.us

Jon Hyatt, Washoe County Sheriff's Supply Specialist
775-325-6484, jhyatt@washoecounty.us

SUBJECT: Award Bid #2953-16 for Institutional Soft goods and Supplies for various Departments/Divisions of Washoe County, to the lowest, responsive, responsible bidder, Victory Supply, 165A Trade Street, Lexington Kentucky 40511. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$150,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension. (All Commission Districts)

SUMMARY:

Award Bid #2953-16 for Institutional Soft goods and Supplies, for various Departments/Divisions of Washoe County, to the lowest, responsive, responsible bidder, Victory Supply, 165A Trade Street, Lexington Kentucky 40511. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$150,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.

AGENDA ITEM NO. 5.F.1

SUMMARY CONTINUED:

Washoe County priority supported by this item: Safe, secure and healthy communities .

PREVIOUS BOARD ACTION:

No recent board action has been taken on Institutional Soft goods and Supplies.

BACKGROUND:

Hard copy sealed bids and sealed e-bids at www.DemandStar.com were opened in the Washoe County Purchasing Office at 2:15 p.m., Thursday, February 18th, 2016. In accordance with the provisions of NRS 332.039, the Washoe County Purchasing Office solicited bids for Institutional Soft goods and Supplies.

The Invitation to Bid was duly advertised in the Reno Gazette-Journal and made available through the online services of www.Demandstar.com, resulting in the receipt of five (5) bids, including two (2) duplicate bid responses, one (1) bid that was disqualified from consideration, and two (2) bids that were received in good order.

Disqualified bidder:

Riddle/ All American
669 Sugar Lane
Elyria, Ohio, 44035

In order to be considered as a full line supplier for Institutional Soft goods and Supplies a bidder needed to bid on a minimum of 90% of the products that were represented on the bid Schedule. Riddle bid on 29 of 132 items, which represents 21.96%.

Invitation to Bid received in good order:

***Victory Supply
165 A Trade Street
Lexington, Kentucky 40511***

Victory Supply submitted the lowest, responsive, responsible reply to the Invitation to Bid on the items as stated on the bid schedule, with the dollar value for the represented items totaling \$149,772.28. The bid also states that Washoe County will receive a discount off of their current Pricer/Catalog of 10%.

***Charm-Tex
1618 Coney Island Avenue
Brooklyn, New York 11230***

Charm-Tex submitted a total of three (3) bids, two (2) bids were duplicates of the original.

FISCAL IMPACT:

This Award shall be for Institutional Soft goods and Supplies in the estimated amount in excess of \$150,000.00 per fiscal year. Since these products are procured on a requirements basis the exact requirements are unknown from year to year.

Funds for the recommended bid award are contained in the Washoe County Sheriff's Office G/L Accounts # 710571, 710575 and Cost Centers – 150950, 150940, Jan Evans Juvenile Justice Center G/L Account # 710300, 710577, 710575 and Cost Center – 127500. Expenditures have been approved in fiscal year 2015/2016 budget and will be recommended to be approved in fiscal year 16/17, 17/18 and 18/19.

RECOMMENDATION

Award Bid #2953-16 for Institutional Soft goods & Supplies for various Departments/Divisions of Washoe County, to the lowest, responsive, responsible bidder, Victory Supply 165 A trade Street, Lexington Kentucky 40511. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$150,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Award Bid #2953-16 for Institutional Soft goods and Supplies for various Departments/Divisions of Washoe County, to the lowest, responsive, responsible bidder, Victory Supply 165 A trade Street, Lexington Kentucky 40511. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$150,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.