

Item # 3-2E

**City of Carson City
Agenda Report**

Date Submitted: March 25, 2008

Agenda Date Requested: April 3, 2008

Time Requested: Consent

To: Mayor and Supervisors

From: Purchasing & Contracts

Subject Title: Action to determine that Contract No. 078-140 is a contract for supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-140 a request for the purchase of Office Supplies from OfficeMax through May 31, 2009 providing Carson City's approved funding and purchasing procedures are followed

Staff Summary: Contract No. 001260 by and between the County of Oakland, Michigan and OfficeMax Contract, Inc. for the supply and delivery of office supplies, paper, furniture, technology, janitorial supplies, and copy solutions allows for other governmental entities to purchase from the contract.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to determine that Contract No. 078-140 is a contract for supplies, materials or equipment that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another governmental agency located within or outside this State and therefore not suitable for public bidding pursuant to NRS 332.115 and to approve Contract No. 0708-140 a request for the purchase of Office Supplies from OfficeMax through May 31, 2009 providing Carson City's approved funding and purchasing procedures are followed

Explanation for Recommended Board Action: Through this contract, OfficeMax is offering free next-day delivery, 98% fill rate, desktop delivery, hassle-free returns with full credit within 30 days of purchase, and the following volume incentives:

If Carson City purchases up to \$500,000 in one calendar year, Carson City will receive a reimbursement equal to 0.5% of the sales volume.

If Carson City purchases over \$500,000 in one calendar year, Carson City will receive a