

MEMORANDUM

TO: Board of Trustees

THROUGH: Indra S. Winqest
District General Manager

FROM: Paul Navazio
Director of Finance

SUBJECT: Authorization to Transact Under Blanket Purchase Orders for Fiscal Year 2022/2023, Pursuant to NRS 332.115 and Board Policy 21.1.0

DATE: September 28, 2022

I. RECOMMENDATION

Staff recommends that the Board of Trustees authorize blanket Purchase Orders for selected vendors for FY2022/2023 transactions for amounts not-to-exceed those specified in Attachment A to this Board memo.

II. BACKGROUND

Board Policy 20.1.0, Purchasing Policy for Goods and Services, adopted by the Board of Trustees on July 27, 2022, requires that all contracts, including purchase orders, for transaction expected to exceed \$100,000 be approved by the Board of Trustees. Board policy as well as NRS 332.115 further provides for exception to requirement for public advertising and competitive bidding for specified contracts.

III. DISCUSSION

The District's Purchasing procedures require that a purchase order is required for any contract or procurement exceeding \$5,000. While many Purchase Orders are tied to specific contracts or individually bid procurements, Blanket Purchase Orders are used to cover multiple transactions with a single vendor, typically for routine and recurring transactions. In general, Purchase Orders or contracts exceeding \$100,000 require Board approval, provided that the underlying contract has been let consistent with the public bidding requirements set forth in the NRS as well as the District's Purchasing Policy.

However, NRS 332.115 (attached) provides for selected exceptions to the public advertising and competitive bidding requirements. Among the exemptions provided for in NRS 332.115 are purchases for goods and commodities for resale at retail by public agencies. For the District, several vendors utilized to supply food and beverage and golf merchandise for resale fall within this exemption.

This agenda item has been prepared seeking Board approval for selected blanket purchase orders for planned procurement activities with specific vendors, which are:

- 1) Estimated to exceed \$100,000 for the fiscal year,
- 2) Where the commodity or service procured is specifically exempted from public advertising and competitive bidding requirements (NRS 332.115.1.(p) exempts items for resale at retail outlet operated by a local public agency).

While the NRS includes exemptions for selected categories of local public agency procurement, Board Policy 20.1.0 provides that the District will undertake procurement with the presumption of competitive solicitation, unless it in the District's interest to forego competitive solicitation. The District's long-standing practice has been to solicit informal quotes from vendors with available inventory for products purchased for resale at the District's food and beverage venues and golf pro shop

Blanket Purchase authority is specifically being sought as follows (Attachment A):

Vendor	Description	Amount	Fund
US Foodservice, Inc.	Food and Beverage	\$ 475,000	320, 330, 340
Sierra Meat Co.	Food and Beverage	\$ 200,000	320, 340
Southern Wine and Spirits	Food and Beverage	\$ 158,500	320, 340
Acushnet Company	Golf Merchandise	\$ 150,000	320

IV. CONCLUSION

This agenda item seeks Board approval to establish blanket Purchases Orders for selected vendors, as specified in Attachment A, where transactions are estimated to exceed \$100,000 for the fiscal year.

For informational purposes, this report also provides a listing of blanket purchase orders approved under General Manager's contract authority (Attachment B).

V. ATTACHMENTS

Attachments:

- A) Schedule of FY2022/23 Blanket Purchase Orders by Vendor Requiring Board Approval (Exceed \$100,000)
- B) Schedule of FY2022/23 Blanket Purchase Orders, by Vendor – Approved under General Manager authority (Under \$100,000)
- C) NRS 332.115 - *Contracts not adapted to award by competitive solicitation*

2022/2023 ~ Master/Blanket Purchase Orders
Transactions Greater than \$100,000

VENDOR	DESCRIPTION	Dept.	Division	AMOUNT	ACCOUNT
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Purchases for Resale Inventory Exempt from competitive solicitation under NRS 332.115;

US Foodservice, Inc.	Food and Beverage Suppliers	Food and Beverage	F&B	\$ 479,500	170,000	320-00-000-0720
					15,000	320-31-530-7415
					5,000	320-31-530-7425
					15,000	320-32-530-7415
					45,000	330-33-530-7415
					200,000	340-00-000-0720
					1,500	340-34-530-7425
		28,000	340-34-530-7415			

Sierra Meat Co.	Food and Beverage Suppliers	Food and Beverage	F&B	\$ 200,000	140,000	320-00-000-0720
					60,000	340-00-000-0720

Southern Wine & Spirits	Food and Beverage Suppliers	Food and Beverage	F&B	\$ 158,500	10,000	320-00-000-0721
					59,000	320-00-000-0722
					25,000	320-00-000-0723
					7,500	340-00-000-0721
					17,000	340-00-000-0722
					40,000	340-00-000-0723

Acushnet Company	Golf Equipment - Resale	Golf	Golf	\$ 150,000	150,000	320-00-000-0710
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FY2022/23 Blanket Purchase Orders
Approved Under General Manager's Contract Authority
(Per Board Policy 20.1.0)

VENDOR	DESCRIPTION	Dept.	Division	AMOUNT	ACCOUNT		
Kassbohrer All Terrain Vehicles	DP Grooming Fleet - Parts	PW	Fleet	\$ 90,000		410-51-920-7490	
Turf Star, Inc.	Golf / Parks - Parts	PW	Fleet	\$ 90,000	70,000	410-51-910-7490	
					10,000	320-31-420-7415	
					10,000	320-32-420-7415	
Hill Brothers	Mag Hydroxide	PW	Wastewater	\$ 85,000		200-25-220-7425	
Olin Corp	Sodium Hypochlorite	PW	Wastewater	\$ 76,500		200-25-230-7425	
Dell Computer Corp.	Computer Equipment	Admin	IT	\$ 75,000		100-12-130-8105 1213C01703	
Solenis LLC	Polymer for the WRRF	PW	Wastewater	\$ 75,000		200-25-230-7425	
Grainger	Tools/Supplies	District-wide		\$ 67,500			
					9,000	200-22-970-7405	
					5,000	200-25-970-7405	
					8,000	340-34-690-7415	
					3,000	350-48-840-7415	
					12,500	370-43-780-7415	
					3,000	410-51-910-7415	
	27,000	430-53-940-7415					
Tahoe Supply	Janitorial Supplies	Buildings	District-wide	\$ 51,000	1,000	100-10-990-7530	
						1,500	200-22-970-7530
						1,500	320-31-990-7530
						1,000	320-32-990-7530
						1,000	330-33-500-7530
						2,000	340-34-690-7530
						1,000	350-48-840-7530
						15,000	370-43-780-7415
						5,000	390-39-780-7415
						22,000	430-53-940-7530
Sierra Pacific Turf Supply	Fertilizer / Chemicals	Golf	Golf	\$ 50,000			
Village Ace Hardware	Supplies	District-wide	District-wide	\$ 50,000	1,000	100-10-990-7415	
					1,000	100-12-140-7433	
					3,000	320-31-420-7415	
					3,000	320-31-420-7425	
					3,000	320-31-530-7415	
					3,000	320-32-420-7415	
					3,000	320-32-420-7425	
					3,000	330-33-500-7415	
					3,000	330-33-530-7415	
					3,000	340-34-620-7415	
					3,000	340-34-620-7435	
					3,000	340-34-630-7415	
					3,000	340-34-660-7415	
					3,000	340-34-690-7415	
					2,000	350-48-840-7510	
					5,000	370-43-780-7415	
					3,000	390-39-780-7415	
2,000	390-39-850-7415						
Office Depot	Office Supplies	District-wide	District-wide	\$ 11,000			
					3,000	100-10-990-7415	
					3,000	200-22-970-7415	
					1,000	350-48-990-7415	
					1,000	320-31-990-7415	
					1,000	340-34-990-7415	
					1,000	390-39-780-7415	
					1,000	370-43-780-7415	
<i>for Resale Inventory</i>							
Swire Coca-Cola USA	Food and Beverage Suppliers	Food and Beverage	F&B	\$ 60,000	25,000	320-00-000-0720	
					35,000	340-00-000-0720	
Sysco Food Services		Food and Beverage	F&B	\$ 60,000	20,000	320-00-000-0720	
					10,000	320-31-530-7415	
					20,000	340-00-000-0720	
					10,000	340-36-530-7415	
New West Distributing		Food and Beverage	F&B	\$ 55,000	1,000	320-00-000-0720	
					22,000	320-00-000-0721	
					1,000	340-00-000-0720	

FY2022/23 Blanket Purchase Orders
Approved Under General Manager's Contract Authority
(Per Board Policy 20.1.0)

VENDOR	DESCRIPTION	Dept.	Division	AMOUNT		ACCOUNT
					31,000	340-00-000-0721
L&C Cook Specialty Foods, Inc.		Food and Beverage	F&B	\$ 55,000	20,000	320-00-000-0720
					35,000	340-00-000-0720
Capital Beverage		Food and Beverage	F&B	\$ 45,000	30,000	340-00-000-0721
					15,000	320-00-000-0721
Callaway Golf/Ogio		Food and Beverage	F&B	\$ 30,000		320-00-000-0710
Breakthru Beverage NV Reno, LLC		Food and Beverage	F&B	\$ 27,500	12,000	340-00-000-0723
					15,500	320-00-000-0723
Produce Plus		Food and Beverage	F&B	\$ 28,000	20,000	320-00-000-0720
					8,000	340-00-000-0720
Cobra PUMA Golf	Golf Equipment - Resale	Golf	Golf	\$ 35,000		320-00-000-0710
Greg Norman / Tharanco Lifestyles, LLC	Golf Equipment - Resale	Golf	Golf	\$ 10,000		320-00-000-0710

NRS 332.115 Contracts not adapted to award by competitive solicitation; purchase of certain equipment by local law enforcement agency, response agency or other local governmental agency; purchase of goods commonly used by hospital.

1. Contracts which by their nature are not adapted to award by a competitive solicitation, including contracts for:
 - (a) Items which may only be contracted from a sole source;
 - (b) Professional services;
 - (c) Additions to and repairs and maintenance of equipment which may be more efficiently added to, repaired or maintained by a certain person;
 - (d) Equipment which, by reason of the training of the personnel or of an inventory of replacement parts maintained by the local government is compatible with existing equipment;
 - (e) Perishable goods;
 - (f) Insurance;
 - (g) Hardware and associated peripheral equipment and devices for computers;
 - (h) Software for computers;
 - (i) Maintenance and support for:
 - (1) Hardware and associated peripheral equipment and devices for computers; and
 - (2) Software for computers;
 - (j) Equipment containing hardware or software for computers;
 - (k) Books, instructional materials, library materials and subscriptions;
 - (l) Motor vehicle fuel purchased by a local law enforcement agency for use in an undercover investigation;
 - (m) Motor vehicle fuel for use in a vehicle operated by a local law enforcement agency or local fire department if such fuel is not available within the vehicle's assigned service area from a fueling station owned by the State of Nevada or a local government;
 - (n) Purchases made with money in a store fund for prisoners in a jail or local detention facility for the provision and maintenance of a canteen for the prisoners;
 - (o) Supplies, materials, equipment or services that are available pursuant to an agreement with a vendor that has entered into an agreement with the General Services Administration or another federal governmental agency located within or outside this State;
 - (p) Items for resale through a retail outlet operated in this State by a local government or the State of Nevada;
 - (q) Commercial advertising within a recreational facility operated by a county fair and recreation board;
 - (r) Goods or services purchased from organizations or agencies whose primary purpose is the training and employment of persons with disabilities; and
 - (s) The design of, and equipment and services associated with, systems of communication,

↪ are not subject to the requirements of this chapter for a competitive solicitation, as determined by the governing body or its authorized representative.

2. The purchase of forensic equipment and supplies used in forensic analysis or other equipment for use by a local law enforcement agency in the course of an undercover investigation is not subject to the requirements of this chapter for a competitive solicitation, as determined by the governing body or its authorized representative, if:

- (a) The equipment is an electronic or mechanical device which by design is intended to monitor and document in a clandestine manner suspected criminal activity;
- (b) Purchasing the equipment pursuant to such requirements would limit or compromise the use of such equipment by an agency authorized to conduct such investigations; or
- (c) The equipment and supplies are:
 - (1) Used in analysis in such investigations; or
 - (2) Required to comply with specific forensic standards or quality standards.

3. The purchase of personal safety equipment for use by a response agency or any other local governmental agency is not subject to the requirements of this chapter for a competitive solicitation, as determined by the governing body or its authorized representative, if:

- (a) The personal safety equipment will be used by personnel of the response agency or other local governmental agency in preventing, responding to or providing services of recovery or relief in connection with emergencies, acts of terrorism or other natural or man-made disasters in which the health, safety or welfare of those personnel may be compromised, impaired or otherwise threatened; and
- (b) The cost of the personal safety equipment is comparable to the cost of similar personal safety equipment that is available for purchase by the public.

4. The purchase of goods commonly used by a hospital, including, without limitation, medical equipment, implantable devices and pharmaceuticals, by the governing body of a hospital or its authorized representative is not subject to the requirements of this chapter for a competitive solicitation. The governing body of the hospital or its authorized representative shall make available for public inspection each such contract and records related to those purchases.

5. This section does not prohibit a governing body or its authorized representative from advertising for or requesting responses.

6. As used in this section:

- (a) "Act of terrorism" has the meaning ascribed to it in [NRS 239C.030](#).
- (b) "Personal safety equipment" means safety equipment that personnel of a response agency or other local governmental agency:
 - (1) Use in the course of preventing, responding to or providing services of recovery or relief in connection with emergencies, acts of terrorism or other natural or man-made disasters; or
 - (2) Wear or otherwise carry on a regular basis.

↪ The term includes, without limitation, firearms, boots, bulletproof vests or other types of body armor, protective garments, protective eyewear, gloves, helmets, and any specialized apparatus, equipment or materials approved or recommended by the United States Department of Homeland Security.

(c) "Response agency" means an agency of a local government that provides services related to law enforcement, firefighting, emergency medical care or public safety.

(Added to NRS by [1975, 1538](#); A [1987, 296, 1484](#); [1991, 337, 349, 648, 1934, 1935](#); [1997, 132](#); [1999, 889, 1684](#); [2001, 1317](#); [2003, 620, 2262](#); [2005, 226, 2554](#); [2019, 773](#))