



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: *June 28, 2022*

DATE: Thursday, June 23, 2022

TO: Board of County Commissioners

FROM: Amber Howell, Director, Human Services Agency
775-785-8600, ahowell@washoecounty.gov

THROUGH: Kate Thomas, Assistant County Manager

SUBJECT: Recommendation to authorize the Purchasing and Contracts Manager to purchase a Polar King International, Inc. Walk-In Freezer (M1030) for food storage that supports the Washoe County Human Services Agency's Senior Services Congregate and Home Delivered Meals program in an amount not to exceed [\$114,000.00] retroactive to June 2, 2022. (All Commission Districts).

SUMMARY

The Human Services Agency is recommending the Board to authorize the Purchasing and Contracts Manager to purchase a Polar King International Inc. Walk-In Freezer (M1030) for food storage that supports the Washoe County Human Services Agency's Senior Services Congregate and Home Delivered Meals program in an amount not to exceed \$114,000.00 retroactive to June 2, 2022.

Washoe County Strategic Objective supported by this item: Vulnerable Populations

PREVIOUS ACTION

No previous action.

BACKGROUND

Washoe County has partnered with State of Nevada, Aging and Disability Services Division (ADSD) in support of the Congregate and Home-Delivered Meals programs to include a budget amendment to reallocate funds received in Amendment #1 grant award for the purchase of a Polar King International, Inc. Walk-In Freezer (M1030) to facilitate the Washoe County Human Agency's Nutrition Program. The Agency is seeking retroactive Board approval in order to avoid anticipated prices increases.

This additional exterior freezer unit will accommodate the expanding role that Washoe County Human Services Agency plays in overall County nutrition programming. In addition to providing all meal preparation and storage capabilities of the Congregate and Home Delivered meal programs, estimated to be 429,480 meals in Fiscal Year 2022/2023, Washoe County Human Services Agency's Senior Services began providing

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three meals per day to the Our Place Campus in Fiscal Year 2021 and 2022, approximately of 69,700 meals per year. The food storage infrastructure needs to accommodate this growth, and anticipated growth. This unit also accommodates long term strategic planning by being portable and having the capability to be easily relocated to any future location identified as a Washoe County meal production facility. The impact of this purchase will be to create a long-term sustainable infrastructure environment to ensure that current and future nutrition programming needs are able to be independently met without the extensive cost and services that may be required by off-site food storage providers.

FISCAL IMPACT

Should the Board approve this purchase there will be no additional impact to the FY22 Human Services Agency, Senior Services Fund (F225) adopted budget as sufficient budget authority exists within IO 19106 (Homemaker Grant) and C250511 (Nutrition Local), both in GL781004 (Equipment Capital).

RECOMMENDATION

Recommendation to authorize the Purchasing and Contracts Manager to purchase a Polar King International Inc. Walk-In Freezer (M1030) for food storage that supports the Washoe County Human Services Agency's Senior Services Congregate and Home Delivered Meals program in an amount not to exceed [\$114,000.00] retroactive to June 2, 2022.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to authorize the Purchasing and Contracts Manager to purchase a Polar King International Inc. Walk-In Freezer (M1030) for food storage that supports the Washoe County Human Services Agency's Senior Services Congregate and Home Delivered Meals program in an amount not to exceed [\$114,000.00] retroactive to June 2, 2022."