



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

**BOARD MEETING DATE:** October 21, 2025

**DATE:** Thursday, October 02, 2025

**TO:** Board of County Commissioners

**FROM:** Mark Stewart, Purchasing and Contracts Manager  
(775) 328-2281, [mstewart@washoecounty.gov](mailto:mstewart@washoecounty.gov)

**THROUGH:** Cathy Hill, Comptroller, [chill@washoecounty.gov](mailto:chill@washoecounty.gov)

**SUBJECT:** Information and acknowledgement of receipt by the Board of County Commissioners of contracts and purchases that have exceeded or are expected to exceed [\$300,000] that may include services and supplies for all County departments. Pursuant to Washoe County Code 15.490, the purchasing and contracts manager is authorized, subject to the provisions of Washoe County Code and the applicable provision of state law, to approve purchases and contracts up to [\$300,000]. As a matter of best practices, the purchasing and contracts manager will keep the Board of County Commissioners informed of all contracts and purchases for all county departments that have been previously approved that have exceeded or are expected to exceed the threshold amount. A full list of specific contracts, vendors, and amounts is viewable in the staff report. The aggregate amount of known expenditures under these contracts to date is \$7,015,173.37. Comptroller. (All Commission Districts.) FOR POSSIBLE ACTION

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### **SUMMARY**

The purpose of this item is to inform the Board that these County services are anticipated to reach or exceed expenditures in the aggregate of \$300,000, which is the reporting threshold.

**Washoe County Strategic Objective supported by this item:** Stewardship of our Community

### **PREVIOUS ACTION**

June 24, 2025, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

April 8, 2025, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

December 19, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

**AGENDA ITEM #** \_\_\_\_\_

October 8, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

September 24, 2024, The Washoe County Board of Commissioners approved the County moving to one copier vendor, Canon Solutions America, where purchases are expected to exceed \$300,000.

June 18, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

March 26, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

January 26, 2024, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

October 17, 2023, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

June 27, 2023, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000.

March 22, 2022, the Washoe County Board of Commissioners retroactively approved the necessary purchases that exceeded or were expected to exceed \$100,000 for an aggregate amount of \$21,418,019.64.

### **BACKGROUND**

Washoe County Code 15.490 requires that purchases of supplies, materials, equipment and contractual services required by the agencies in annual amount or estimated annual amounts in excess of \$300,000 must be submitted to the Board of County Commissioners for approval.

Washoe County vendors that have or are estimated to exceed this threshold and the goods or services that were supplied are listed below:

**Dell Marketing LP - \$1,435,657.09 – 2026 Technology Refresh and Countywide incidental IT-related hardware (computers, docks, monitors)**

**Manpower Temporary Services - \$599,944.65 – Countywide Temporary Employment Services**

**Brady Industries of Nevada LLC - \$555,377.39 – Countywide Janitorial and Facilities Supplies**

**Savard Labor & Marine LLC - \$527,495.53 – Countywide Temporary Employment Services**

**Northern Nevada Legal Aid - \$484,790.42 – NNLA Self Help Program  
(Reno Justice Court) and Elderly Representation (HSA)**

**Canon Financial Services - \$478,577.02 – Countywide Printer/Copiers lease  
and supply**

**Thomson Reuters – West - \$344,000.75 – Countywide Law Library  
Subscriptions for Courts, DA's office**

**Purcell Tire & Rubber - \$330,000.00 – Countywide Tires and Services**

**Vestis Services LLC - \$316,585.71 – Uniform and Laundry Services  
(Equipment services, TMFPD, HSA)**

**Johnson Controls Fire Protection LP - \$311,725.71 – Countywide Fire  
Alarm/Suppression Services for County buildings**

**SAP Public Services Inc - \$307,190.63 – SAP Maintenance Services**

**SHI International Corp. - \$283,605.83 – Countywide IT purchases  
(primarily software licenses)**

**Amazon US Marketplace - \$269,227.86 – Countywide Purchases (assorted  
items)**

**Marathon Staffing Group Inc. - \$261,000.00 – Countywide Temporary  
Employment Services**

**Baker & Taylor Books - \$259,994.78 – Library System purchases of  
Library Materials**

**Overdrive Inc. - \$250,000.00 – Library System purchases of Digital  
Services and Materials**

### **FISCAL IMPACT**

These expenses have been recognized in the appropriate cost objects for material and service purchases under NRS 332 and do not include public works projects that fall under NRS 338. There is no additional fiscal impact associated with this staff report.

### **RECOMMENDATION**

Recommendation to acknowledge receipt by the Board of County Commissioners of contracts and purchases that have exceeded or are expected to exceed [\$300,000.00] that may include services and supplies for all County departments. Pursuant to Washoe County Code 15.490, the purchasing and contracts manager is authorized, subject to the provisions of Washoe County Code and the applicable provision of state law, to approve purchases and contracts up to

[\$300,000]. As a matter of best practices, the purchasing and contracts manager will keep the Board of County Commissioners informed of all contracts and purchases for all county departments that have been previously approved that have exceeded or are expected to exceed the threshold amount. A full list of specific contracts, vendors, and amounts is viewable in the staff report. The aggregate amount of known expenditures under these contracts to date is \$7,015,173.37.

### **POSSIBLE MOTION**

Should the Board agree with the staff's recommendation, a possible motion would be to: acknowledge receipt by the Board of County Commissioners of contracts and purchases that have exceeded or are expected to exceed [\$300,000.00] that may include services and supplies for all County departments. Pursuant to Washoe County Code 15.490, the purchasing and contracts manager is authorized, subject to the provisions of Washoe County Code and the applicable provision of state law, to approve purchases and contracts up to [\$300,000]. As a matter of best practices, the purchasing and contracts manager will keep the Board of County Commissioners informed of all contracts and purchases for all county departments that have been previously approved that have exceeded or are expected to exceed the threshold amount. A full list of specific contracts, vendors, and amounts is viewable in the staff report. The aggregate amount of known expenditures under these contracts to date is \$7,015,173.37.