



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: December 9, 2025

**DATE:** September 30, 2025

**TO:** Board of County Commissioners

**FROM:** David Gonzales, Equipment Services Superintendent,  
Community Services, 775-328-2121, [dgonzales@washoecounty.gov](mailto:dgonzales@washoecounty.gov)

**THROUGH:** Aaron Smith, Division Director Operations,  
Community Services, 775-328-2172, [aasmith@washoecounty.gov](mailto:aasmith@washoecounty.gov)

**SUBJECT:** Recommendation to approve joining the State of Nevada's Contract for Services of Independent Contractor, contract number 99SWC-S1310, with Pilot Thomas Logistics, 995 So. McCarran Boulevard, Suite 103, Sparks, NV 89431, for vehicle fuel purchases and fuel dispensing processing, pursuant to the joinder provision of Nevada Revised Statute 332.195, retroactive to July 1, 2025, for the term expiring March 31, 2027, [in the amount of up to \$3,000,000.00 per fiscal year].(All Commission Districts.) FOR POSSIBLE ACTION

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### **SUMMARY**

Approval of this joinder agreement will allow for the continued use of the current contract with Pilot Thomas Logistics to provide fuel card lock services for the county's fleet fueling requirements. This includes the management of vehicle and equipment fuel cards for both unleaded and diesel fuel purchases throughout Washoe County including Incline Village and Gerlach, Nevada. Their services also include online fuel card management and daily fuel transaction downloads that interface with Equipment Services' fleet management information system allowing for the monthly fuel billing charged to all departments for their monthly fuel usage. The term of this joinder agreement is through March of 2027 and retroactively to July 1, 2025 as purchase orders for this vendor exceeded the \$300,000 fiscal-year threshold, requiring Board of County Commissioners approval.

**Washoe County Strategic Objective supported by this item:** Fiscal Sustainability:  
Long-term sustainability.

### **PREVIOUS ACTION**

On May 20, 2025, the Board of County Commissioners (Board) approved the adoption of Fiscal Year 2026 Budget.

On June 25, 2024, the Board acknowledged receipt by the Board of County Commissioners of contracts and purchases that have exceeded or are expected to exceed

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[\$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 or will be \$3,419,465.65.

On April 23, 2019, the Board approved retroactive and future authorization for purchases that have or are likely to exceed [\$100,000] in the aggregate for FY19 and for FY20 with the understanding all such expenses will remain within available adopted budget funding; and all purchases remain subject to compliance and accordance with the provisions of the Local Government Purchasing Act.

On February 24, 2009, the Board approved joining the State of Nevada's contract #1725 with Haycock Petroleum Company to provide electronic fuel dispensing and card lock processing.

On December 16, 2008, the Board approved up to a six month extension of award of RFI #2426-04 to Western Energetix for a Cardlock Fueling Program [estimated amount of \$950,000]; and authorized the Acting Purchasing and Contracts Administrator to release a new bid for cardlock fueling services or join on the pending State of Nevada contract with Haycock Petroleum Company once approved by the State.

### **BACKGROUND**

Equipment Services currently manages more than 1,000 vehicle and equipment fuel cards for all user departments in the county and over 1,700 employee pin numbers for the use of these fuel cards. Equipment Services processes over 3,000 fuel transactions monthly through daily electronic downloads allowing accurate department fuel billings as well as providing the necessary vehicle and equipment usage needed for creating the monthly O&M billing and managing the preventative maintenance program.

The County has joined the State of Nevada Fuel dispensing and card lock processing system contract since 2008.

### **FISCAL IMPACT**

Should the Board approve the County joining the State of Nevada's contract number 99SWC-S1310 with Pilot Thomas Logistics, there are sufficient funds and budget authority in FY2026 in Equipment Services Fund (669), Equipment Services Administration (690200), Heating Oil- Diesel (711060) and Unleaded Gasoline (711065) in the amount of \$1,020,000 and \$1,980,000, respectively.

### **RECOMMENDATION**

It is recommended the Board of County Commissioners approve joining the State of Nevada's Contract for Services of Independent Contractor, contract number 99SWC-

S1310, with Pilot Thomas Logistics, 995 So. McCarran Boulevard, Suite 103, Sparks, NV 89431, for vehicle fuel purchases and fuel dispensing processing, pursuant to the joinder provision of Nevada Revised Statute 332.195, retroactive to July 1, 2025, for the term expiring March 31, 2027, [in the amount of up to \$3,000,000.00 per fiscal year].

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve joining the State of Nevada's Contract for Services of Independent Contractor, contract number 99SWC-S1310, with Pilot Thomas Logistics, 995 So. McCarran Boulevard, Suite 103, Sparks, NV 89431, for vehicle fuel purchases and fuel dispensing processing, pursuant to the joinder provision of Nevada Revised Statute 332.195, retroactive to July 1, 2025, for the term expiring March 31, 2027, [in the amount of up to \$3,000,000.00 per fiscal year]."