



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: August 26, 2025

DATE: June 26, 2025

TO: Board of County Commissioners

FROM: Aaron Smith, Division Director, Operations
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THROUGH: Eric Crump, Director
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SUBJECT: Recommendation to award Washoe County Bid No. 3275-25 and approve the Agreement for Services to provide custodial services to high security homeless service campuses to one responsive, responsible bidder, [staff recommends Qual-Econ USA., in the amount of \$48,940.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement on behalf of Washoe County effective October 1, 2025 through September 30, 2028, with two additional one-year renewal options [estimated annual value \$587,280.00 plus cost for call-back]. (All Commission Districts.) FOR POSSIBLE ACTION

SUMMARY

In accordance with the Washoe County Purchasing Procedures Manual and NRS Chapter 332, the procurement of custodial services for high-security homeless service campuses followed a formal, competitive solicitation process to ensure transparency, fairness, and best value to the County. An Invitation to Bid (ITB) was issued on April 28, 2025 and publicly advertised. Interested and qualified vendors were invited to submit sealed bids in response to a defined scope of work and performance requirements. The Purchasing Division ensured the solicitation was open and inclusive, with efforts made to include qualified small, minority-owned, and women-owned businesses as outlined in the County's procurement policies. At the scheduled public bid opening, all submitted proposals were formally read, tabulated, and recorded. Qual-Econ USA was the only bid received and was evaluated for responsiveness (compliance with bid requirements) and responsibility (ability to perform the contract). The panel evaluated Qual-Econ USA's proposal against the evaluation criteria of Cost, Experience, Availability, Capacity, References, and Environmental Sustainability.

This item is a recommendation to award Washoe County Bid No. 3275-25 and approve the Agreement for Services to provide custodial services to high security homeless service campuses to one responsive, responsible bidder, staff recommends Qual-Econ USA., in the amount of \$48,940.00 per month; and authorize the Purchasing and Contracts Manager to execute a three year agreement on behalf of Washoe County

AGENDA ITEM # _____

effective October 1, 2025 through September 30, 2028, with two additional one-year renewal options at an estimated annual value of \$587,280.00 plus cost for call-back.

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

PREVIOUS ACTION

October 1, 2022 - Washoe County entered into a temporary agreement with Qual-Econ USA for custodial services for the Cares Campus and Safe Camp buildings. The agreement was considered in effect until the construction phases of the campus were complete in the amount of \$15,790.84 per month for temporary and permanent buildings.

September 17, 2020 - Washoe County awarded bid no. 3147-21 to the lowest responsive and responsible bidder, Qual-Econ USA, in the amount of \$95,958.72 annually for buildings at the Our Place Campus.

BACKGROUND

Washoe County Community Service Department currently manages seven custodial contracts with three separate vendors. Cares Campus and Safe Camp custodial services are being provided under a temporary agreement with no term pending the completion of construction. Our Place custodial services were formally procured in 2020 and are set to expire. Custodial services at Our Place, Cares Campus and Safe Camp are similar in-service level and security requirements. Washoe County groups custodial service contracts by security and service level as a strategic approach that ensures contract cost and performance optimization. This method avoids overpaying for high-security services in low-risk environments and improves accountability to service expectations.

Request for Proposal No.3275-25 including the Our Place, Cares Campus and Safe Camp buildings was duly advertised on April 28, 2025, in the Reno Gazette Journal and made available through online services of Demandstar.com

On May 8, 2025, a mandatory walk-through of all buildings was facilitated with three potential bidders attending: Qual-Econ USA, J&L and Stratus Building Systems.

One sealed bid was received and opened in the Washoe County Purchasing Office on June 23, 2025, at 6:30 a.m.:

Bidder	Address	Estimated Annual Cost
Qual-Econ USA	1015 Telegraph St. Suite C Reno, NV 89502	\$587,280.00

Submitted proposals were evaluated based on four evaluation factors:

1. Cost: Bidder's total cost of Service based on intended awarded Contractor's ability to meet the Contract Amount included in the Scope of Work.
2. Experience: Bidder's description of types of service contracts that Contractor has completed (within the last three years).

3. Availability and Capacity: Bidder's staffing, capability, and current workload/commitments of key personnel. Identification of ability to meet standards established for the service contract, including an assessment of the Contractor's ability to handle the work in view of current workload.
4. References and Reviews: Bidder's client references and testimonials.
5. Environmental Sustainability: Washoe County's [Strategic Plan](#) and [Climate Action Plan](#) is to meet a zero emission standard by 2050.

As a result of a comprehensive, fair and impartial evaluation of the bid received in response to Request for Proposal No. 3275-25 it is recommended to award the bid and approve the agreement to one responsive, responsible bidder, Qual-Econ USA.

FISCAL IMPACT

Should the Board approve this agreement there will be no additional impact to the FY26 Homelessness Fund (223) adopted budget as there is sufficient authority in cost centers HSA Our Place (223230), HSA TADS (223260), Cares Campus Shelter (223410), Cares Campus Safe Camp (223420), Cares Campus Welcome Center (223430), Cares Campus Resource Center (223440), and Permanent Supportive Housing (223610) in Custodial Contracts (710202).

RECOMMENDATION

It is recommended the Board of County Commissioners award Washoe County Bid No. 3275-25 and approve the Agreement for Services to provide custodial services to high security homeless service campuses to one responsive, responsible bidder, [staff recommends Qual-Econ USA., in the amount of \$48,940.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement on behalf of Washoe County effective October 1, 2025 through September 30, 2028, with two additional one-year renewal options [estimated annual value \$587,280.00 plus cost for call-back]..

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: "Move to award Washoe County Bid No. 3275-25 and approve the Agreement for Services to provide custodial services to high security homeless service campuses to one responsive, responsible bidder, [staff recommends Qual-Econ USA., in the amount of \$48,940.00 per month]; and authorize the Purchasing and Contracts Manager to execute a three year agreement on behalf of Washoe County effective October 1, 2025 through September 30, 2028, with two additional one-year renewal options [estimated annual value \$587,280.00 plus cost for call-back]."