



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE:** January 16, 2023

**DATE:** Wednesday, December 20, 2023

**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 [\$300,000.00] 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. For this report, there are no vendor purchases in the aggregate amount of known expenditures that will exceed the \$300,000 reporting threshold that have not previously been acknowledged by the Board. Comptroller. (All Commission Districts.) FOR POSSIBLE ACTION

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### SUMMARY

The purpose of this item is to inform the Board that since the previous meeting of October 17, 2023, there are no vendor purchases in the aggregate amount of known expenditures that will exceed the \$300,000 reporting threshold that have not previously been acknowledged by the Board.

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

### PREVIOUS ACTION

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.

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

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.

June 22, 2021, the Washoe County Board of Commissioners retroactively approved emergency and necessary purchases that exceeded or were expected to exceed \$50,000.

September 8, 2020, the Washoe County Board of Commissioners approved emergency purchases in response to the COVID-19 pandemic exceeding and expected to exceed \$50,000.

April 14, 2020, the Washoe County Board of Commissioners approved emergency purchases in response to the COVID-19 pandemic exceeding and expected to exceed \$50,000.

On March 31, 2020, the Washoe County Board of Commissioners ratified the March 16, 2020 issuance of a Declaration of Emergency concerning the COVID-19 crisis.

On March 31, 2020, the Washoe County Board of County Commissioners accepted and ratified an Interlocal Agreement for Incident Command and Coordinated Response to COVID 19.

### **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:

### **FISCAL IMPACT**

These expenses have been recognized in the appropriate cost centers and internal orders. 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. For this report, there are no vendor purchases in the aggregate amount of known expenditures that will exceed the \$300,000 reporting threshold that have not previously been acknowledged by the Board.

**POSSIBLE MOTION**

Should the Board agree with 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. For this report, there are no vendor purchases in the aggregate amount of known expenditures that will exceed the \$300,000 reporting threshold that have not previously been acknowledged by the Board.