



# WASHOE COUNTY

Integrity Communication Service  
www.washoecounty.gov

## STAFF REPORT

BOARD MEETING DATE: April 22, 2025

**DATE:** Tuesday, March 25, 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 \$616,293.51. Comptroller. (All Commission Districts.) FOR POSSIBLE ACTION

---

### 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

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

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

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

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:

**Broadbent & Associates, Inc. - \$316,829.15 – Groundwater monitoring plan support and Kietzke High Mass Area remediation**

**MicroGenics Corporation - \$299,464.36 – Alternative Sentencing Drug Testing Supplies**

### **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. 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 \$616,293.51.

### **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] 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 \$616,293.51.