

# WASHOE COUNTY SOLE SOURCE PURCHASE REQUEST FORM

This form is required for sole source approval of any of the following:

**Non-grant funds:**

- **Equipment or supplies exceeding \$50,000**
- **Professional Services exceeding \$50,000**

**Grant funds:**

- **Equipment or supplies exceeding \$50,000**
- **Professional Services\* exceeding \$50,000**

**\*Note:** Noncompetitive awards to professionals or consultants that are on retainer contracts are restrictive of competition and not allowable under OMB guidelines.

DEPARTMENT \_\_\_\_\_

REQUESTOR'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

REQUISITION NUMBER \_\_\_\_\_ DATE \_\_\_\_\_

RECOMMENDED SOLE SOURCE SUPPLIER \_\_\_\_\_

ESTIMATED DOLLAR VALUE OF PROCUREMENT (ANNUALLY) \$ \_\_\_\_\_

Description of good or service requested:

Unique features/qualifications required that are not available from another supplier:

Were other options sought?

- If yes, why were they unacceptable? If no, why were alternatives not reviewed?

What efforts were made to determine there was no competition for the service or good and how was it determined the price for the purchase is fair and reasonable?

I have read and understand the Policies and Procedures of the Board of County Commissioners including the Washoe County Grants Manual (if applicable) with regard to sole source procurements. I understand that competition is the preeminent consideration in the expenditure of County and grant funds, and I acknowledge the County's commitment to the principle of fairness to any vendor who would like to do business with the County. After observing these principles and considerations, I hereby submit that the goods, services, and/or supplier specified fit the County's sole source criteria for the following reasons:

*Please provide sufficient detail to clearly identify the reason(s) for this sole source procurement request. Select all of the following applicable to the requested purchase. Attach additional information if necessary.*

**Note: Grant-funded purchases must fall under either 6, 7 or 8 below.**

( ) 1. The product is unique in design and/or features that are required for a specific application. List the unique features and explain why they are needed for the application the product will be used for.

( ) 2. The product being purchased must be compatible with existing equipment. Identify the existing equipment.

( ) 3. The product requested is one which the user has had specialized training for. Identify who the user of this product will be and provide a description of the previous training.

( ) 4. Consultants/Subcontractors: The individual/company is the most suitable to provide the service requested and the selection process is based on the following:

( ) There is evidence that the assistance to be provided is essential and cannot be provided by persons receiving salary support within Washoe County.

( ) A selection process was utilized to select the most qualified person.

( ) The consulting charges are appropriate considering the qualifications of the consultant or company based on past experience and the nature of the work to be performed.

( ) 5. The product or service is available only from the manufacturer or their authorized representative. Identify the manufacturer or authorized representative, and provide telephone number and address information.

( ) 6. The product or service is available only from a single source.

( ) 7. The awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the grantee department. (Attach sponsor authorization)

( ) 8. After solicitation of a number of sources, competition is determined inadequate.

( ) 9. Other. Please explain the specific circumstances and/or requirements that warrant the goods or services request to be procured from a sole source.

The following provides justification as to reasonableness of price: (i.e.; aligns with market pricing, government discount applied, cost analysis was conducted, aligns with historical pricing, etc.)

I understand that I may be required to justify this sole source procurement before the appropriate authority, including the Board of County Commissioners, and that my signing this document knowing any of it to be false may subject me to administrative action.

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Signature of Requestor

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Signature  
Department Head Approval

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Print Name

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Print Name

**For completion by the Purchasing Division:**

Sole source justification is adequate and exempt from competitive bidding requirements per NRS 332.115.

Sole source justification is adequate to justify exemption from competitive bidding requirements per NRS 332.\_\_\_\_\_.

Sole source justification is adequate and exempt from competitive procurement requirements Uniform Guidance 2 CFR Pt. 200.320.

Sole source justification is inadequate and request is returned to department for additional justification, instructions on whether to seek competitive bids for the goods or services requested, or to withdraw the request.

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Signature  
Purchasing and Contracts Manager  
(or authorized representative)

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Print Name

Angela Fuss, AICP, Acting Director  
Community Development Department  
P. O. Box 1900  
Reno, NV 89505  
(775) 399-3541



February 19, 2021

John Krmpotic, AICP  
KLS Planning & Design Group  
1 East 1st Street, Suite 1400  
Reno, NV 89501

Re: Administrative Interpretation Regarding Nonconforming Uses and the Community Assistance Center

Dear John:

This letter has been prepared to provide an Administrative interpretation regarding nonconforming uses in relation to the Community Assistance Center ("CAC") and the St. Vincent's Dining Room operations. This interpretation is being provided to clarify that the existing homeless shelter and public meal operations, provided at the CAC at 325 Valley Road were lawfully permitted and a change in the CAC location would still allow for the public meal operations to continue at this site as an existing nonconforming use.

The St. Vincent's Dining Room is located at 325 Valley Road (APN 007-314-16) and currently serves as a public meal provider in association with the homeless shelter. The facility was lawfully established and permitted through the building permit process (Permit #LDP04-10979) in 2004. Per Reno Municipal Code ("RMC") 18.03.303(a) (2), specific use standards for public meal and homeless service providers require that any public meal provider be associated with an on-site homeless shelter or transitional living facility. In the event that the existing homeless shelter located at 325 Valley Road were to change locations, the St. Vincent's Dining Room facility (i.e. public meal provider) would become an existing nonconforming use, which was lawfully established and can to continue operations as a public meal provider.

The property is zoned Mixed Use Downtown Innovation District ("MD-ID") and expansion of the public meal provider facility, as a nonconforming use, would be subject to RMC 18.01.403(e) – *Nonconforming Uses in Certain Mixed-Use Districts*.

Feel free to contact me at 399-3541, if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angela Fuss', is written over the typed name.

Angela Fuss, AICP, Acting Director  
Community Development Department

### **18.03.303 - Public, Institutional, and Civic Uses**

(2)

#### **Public Meal or Homeless Service Provider**

- a. Any public meals facility shall include an internal dining room and a lobby or waiting area designed to prevent the formation of a queue outside of the building. Such lobby shall open at least 30 minutes before the dining room opens so that patrons may wait inside.
- b. In public meals facilities, interior restrooms shall be available to patrons at least 30 minutes before meals are served, while meals are being served, and at least 30 minutes after meals have been served.
- c. Homeless services may be operated without public meal facilities, as determined through an approved conditional use permit.
- d. Design and operation standards for new or expanded facilities shall be determined through an approved conditional use permit consistent with the provisions of (a) through (k) of this section. New or expanded facilities are exempt from the design standards of specific zoning districts.
- e. Queuing of patrons on private property or sidewalk in public view is prohibited.
- f. Use shall not be located closer than 600 feet from residentially zoned property or K-12 school licensed by the State of Nevada.
- g. Use shall not be located within the Redevelopment District #1 (RDA 1).
- h. Any public meal provider and all homeless service providers shall obtain a business license regardless of federal tax status.
- i. Only one public meal provider may be licensed and operate within city limits.
- j. Only one of each of the following homeless service providers may be licensed and operate within city limits: men; women and families; and the mentally ill (for a total of three).
- k. Any public meal provider must be associated with an on-site homeless shelter or transitional living facility.
- l. Within the MU (Mixed-Use Urban) district, the use is only allowed in the area bounded by Wells Avenue on the west, I-80 on the north, the Truckee River on the south, and Galetti Way on the east.

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