



WASHOE COUNTY

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STAFF REPORT

BOARD MEETING DATE: June 23, 2026

DATE: Wednesday, June 17, 2026

TO: Board of County Commissioners

FROM: Mark Stewart, Purchasing and Contracts Manager
(775) 328-2281, mstewart@washoecounty.gov

THROUGH: Cathy Hill, Comptroller, 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. 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 \$5,536,515.27. (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

April 14, 2026, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

February 10, 2026, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

October 21, 2025, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

AGENDA ITEM # _____

June 24, 2025, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

April 8, 2025, The Washoe County Board of Commissioners approved the necessary purchases that exceeded or were expected to exceed \$300,000

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

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:

Reno Business Interiors, Inc. - \$790,483.12 – Design Services, Office Furniture

Electrical Solutions, LLC - \$706,962.45 – Various Electrical Work (lighting, conduit and wire for UPS systems)

PowerComm Solutions, LLC - \$706,223.36 – Various Cabling, Camera, and Electronic Access Control Installation

OverDrive, Inc. - \$700,000.00 – Previous amount \$300,000.00 approved on April 22, 2025. Additional \$400,000.00 in book purchases are due to Baker & Tayler going out of business.

Koinonia Foster Homes, Inc. - \$642,971.28 – Foster Home Services

Broadbent & Associates, Inc. - \$536,163.62 – Various Environmental and Remediation Engineering Services

22nd Century Technologies, Inc. - \$500,000 – Various Temporary Employment Positions and Temporary Workers for Registrar of Voters

Ingram Library Services, LLC - \$330,050.68 – Library Materials (Books)

Jacobs Engineering Group, Inc. - \$324, 860.76 – Various Engineering Services

AJR Consulting LLC - \$298,800 – Various Project Management Services for Capital Improvement Projects

FISCAL IMPACT

These expenses have been recognized in the appropriate cost objects for material and service purchases under NRS 332 and do not include public works projects that fall under NRS 338. 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 \$5,536,515.27.

POSSIBLE MOTION

Should the Board agree with the 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. 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 \$5,536,515.27.