



PURCHASE AUTHORIZATION FORM

Purchases up to \$1500 require Supervisor approval. Purchases over \$1500 require approval from a Coordinator or Director.

- When applicable signatures are obtained, send completed form to Purchasing. Incomplete forms cannot be processed.
- Once approved and signed by Fiscal and/or Grants, Program should send to individual responsible to purchase (HSSS, etc)
- If a P-Card transaction is declined, the card holder should contact the bank or Global Card Access directly for rejection details.

Date

☐ Purchase is NOT related to a case.

Case Name

Case Number

Reason for purchase (DV, reunification, why is purchase needed, how does purchase benefit child/family/client/agency?)

TYPE OF REQUEST

- ☐ Reimbursement
- ☐ Petty Cash
- ☐ P-CARD
- ☐ Vendor Payment by Check/ACH

Name and Address of Payee

Hold check in Bookkeeping or mail to recipient?

Hold ☐

Mail ☐

**Fiscal approval required prior to any
Grant related purchases.**

If no other funding source is available: ☐ Cancel Request or Charge to Unit Funds

Description of Request	Price Each	Quantity	Amount
TOTAL			

Overages of 10%, not to exceed \$10.00, are allowable without additional approval

Requested by: _____

Supervisor Approval: _____

Coordinator/Director Approval (if applicable): _____

**Grant approvals are valid for 7
days before re-approval is needed.**

Fiscal Team Use Only

Cost Center/IO	G/L	Amount
TOTAL		

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: _____

PAR Form Revised December 2023



ESTABLISHED
1912

NEVADA LICENSE 5493 A
CALIFORNIA LICENSE 199672

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EMAIL

TO: NV Cares	FROM: Andi Mendez
ATTN: Chris Arroyo	EMAIL: andim@thollfence.com
EMAIL ADDRESS: carroyo@washoecounty.gov	DATE: 04/23/2026
SUBJECT: Replace Crashed Vertical Pivot Gate – West Employee Gate Near Main Office	TOTAL NO. OF PAGES INCLUDING COVER: 3
☒ QUOTATION	☐ CORRESPONDENCE

Base Quote:

Tholl Fence Inc. proposes to:

- Remove, haul away, and replace (1) crashed vertical pivot gate (Gate Only).
 - Replacement to include new wind bracing and safety closing edge.
- *We will attempt to operate the gate after all repairs are completed. The complete condition of the existing automate gate system is unknown to the Tholl Fence Company after the crash and during the course of the outlined repairs, replacements, additional, and/or alterations. Tholl may discover new issues needing attention. Should such a situation arise, the customer will be notified and , a subsequent proposal will be provided to address the new issues at the customer's discretion.*

EXCLUSIONS OF THIS PROPOSAL:

- Any guarantees relating to consistent functionality of automated vehicle gates during inclement weather conditions such as high-winds, rain, hail, snow, ice, etc.
- Any excavation, trenching, conduit, cable/wire, backfill, and/or patching necessary to bring power and data to gate locations.
- Any stainless-steel or aluminum welding/fabrication.
- Any finishes other than a standard solid-color single-coat powder-coat unless specifically stated.
- Any touch-up painting of steel other than primer and standard semi-gloss black touch-up spray paint unless specifically stated.
- Supplying christy/junction boxes.
- Any access controls not specifically identified above.
- Any hand-digging of postholes and/or operator pads – all pricing to dig postholes, footings, pads are calculated with the use of heavy digging machinery.
- Any excavation or installation of gate posts, posts holes, or post footings unless identified above.
- Any coring, splitting, or blasting of stone/rock required to dig/excavate.

- Any testing/certification of soil/hardscape.
- Any/all underground considerations not identified by USA/811 general contractor, owner, and/or owner's representative.
- Any repairs to underground conduit, pipe, sleeves, wire, etc. not identified by USA/811 general contractor, owner, and/or owner's representative.
- Any additional installations or removals not clearly identified above.
- Any repairs to existing fence-lines or gates (automated or manual) not clearly specified above.
- Any masonry, asphalt, and/or concrete installation/repairs not clearly specified above.
- Any landscaping, grading, grubbing, plant/tree trimming or cutting.
- Tholl Fence is not an information technology integrator, network professional, telecommunication company, licensed electrician, landscaper, engineer, architect, or excavator – Therefore, any work pertaining those professions are excluded unless otherwise specified above.
- Any structural engineering or engineering of any kind.
- Any unique/specific scaled as-built plans and/or drawings.
- Any surveying or staking of fence or gate locations.
- Any mobilizations in, around, to/from area(s) with or forecasted hazardous weather/road conditions (chain controls, storm warnings, etc.)
- Any clearing of excessive debris, landscaping, building materials, and snow on/around the installation area to gain access to the said installation area where work/repairs are to be completed.
- Any extermination or removal of rodents, pests, or animals of any kind.
- Any cleaning or clearing of animal waste or debris.
- Any in-depth itemization/cost-breakdown of "Proposal Components" that would divulge privileged intracompany information or may breach nondisclosure agreements (NDA) with Tholl Fence material suppliers.
- Any Buy-America/American-Made material specifications/requirements.
- Any prevailing or certified wage calculations.
- Any permits and/or regulatory fees.
- Any bonding requirements.
- Any additional and/or supplemental environmental-protection insurance.
- Any future proposal pricing fluctuations as a result of enacted tariffs.

TERMS OF THIS PROPOSAL:

- Quotation/Proposal and pricing is valid for 30 Calendar Days from identified "Revision (REV.) Date". After 30 calendar days, this proposal is deemed inaccurate, outdated, and void; an updated proposal revision would be necessary for valid contract – *unless otherwise identified in writing*.
- 50% of "lump sum installation price" is due upon acceptance of this proposal with the remaining balance being due upon completion (Cash, Check, Credit Card, HCA) – *unless otherwise identified in writing*.
- Tholl Fence does not/will not coordinate with, subscribe to, invoice, bill, and/or pay any third-party vendor management service or company.

Lump Sum Installation Price of...\$16,575.00

ACCEPTED AND HAVE READ AND UNDERSTOOD ALL EXCLUSIONS AND TERMS OF THE PROPOSAL:

SIGNATURE: _____ DATE: _____

Option 1:

Tholl Fence Inc. proposes to:

- Due to unknown conditions of the crashed gate, the motor may or may not need to be replace, per Chris's request, this proposal includes an option to replace the motor at the same time as replacement gate.

ADD \$1,957.00 to Base quote.

ACCEPTED: _____ DATE: _____

If I can be of any further assistance, please don't hesitate to call.

Thank you,

Andi Mendez

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