Clear Form

HUMAN SERVICES AGENCY

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 05/20/2026

■ 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?)

Cares Campus- Parking for fencing north of the PSH building-installing gate

ARPA FUNDING

TYPE OF REQUEST

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

Name and Address of Payee

LB Fence Company LLC
P.O. Box 2648 Fernley, NV 89408
FAX: (775) 302-3131
www.lbfencecompany.com

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
Proposal	$ 39,756.91	1	$ 39,756.91
			$ 0.00
			$ 0.00
			$ 0.00
		TOTAL	$ 39,756.91

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

Requested by: Wendy Chavez Digitally signed by Wendy Chavez Date: 2026.05.20 16:17:07 -07'00'

Supervisor Approval:

Coordinator/Director Approval (if applicable): Sabrina Sweet Digitally signed by Sabrina Sweet Date: 2026.05.20 16:25:07 -07'00'

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

*****Fiscal Team Use Only*****

Cost Center/IO	G/L	Amount
IO 11949	711502	$ 39,756.91
TOTAL		$ 39,756.91

Inventory/ Barcode Required: Yes ☐ No ☐

Fiscal Reviewer: Laurie Gleason Digitally signed by Laurie Gleason Date: 2026.05.20 17:10:07 -07'00'

PAR Form Revised December 2023

LB Fence Company LLC

E-mail:lbfencecompany@gmail.com
NV Contractors Lic. #0082525
Phone: (775) 750-7621
Bid Limit - 245,000

PROPOSAL

Date: May 14th, 2026

To: Washoe County Facilities **Project/Location:** NV Cares Reno, NV 89512

Phone: (775) 848-6403 **Email:** jayala@washoecounty.gov

We are pleased to submit our quotation to furnish and install See below fencing as per Standards of the specifications, the plans and addendum Zero for the sum of $ See Below.

Option	Description
A	Furnish & Install: 45' of 6' High Heavy Aristo Style with 'Pressed Spear" to match existing Black Iron Fence on-site. Furnish & Install: 1 – 4' x 6' Single Gate with Von Duprin Panic "Egress" Push Bar, Self-closing Hinges, Expanded Metal Fill, Assa Abloy Electric Strike Latch, and a single door lever handle with Keyed lock on the outside (lock set will not match to others on-site, to be keyed to match by others). Access controls & low voltage power supplied and installed by others. Furnish & Install: 1 – 20' wide +/- x 6' High Double Swing Gate, manually operated. Gate will have hold back posts/in-ground receiver sleeves to keep the gate leaf's in the open and closed positions.

Contract Price: $39,756.91

Other Qualifications: No Paint or Stain.

1. No Bond expense/permit fees.
2. No Removal of existing fence.
3. No clearing, grubbing, or staking of fence lines.
4. Job figured for one move-ins.
5. No Grounding of fence.
6. Bid Price guaranteed for 20 days from bid date.
7. Coring of Concrete/Asphalt – (Posts & Loops).
8. No Traffic Control.
9. The fence line and grade are to be located by the property owner/GC.
10. Owner is responsible for any and all privately installed utilities, not otherwise located by USA.

Note: A fee of 4% will be added to any/all charges that are being paid by Credit Card.

Additional Notes: NOT A PREVAILING WAGE PROJECT.

*****Special Notes***** **Terms: Net 30 Days.**

The bid specifically excludes all work not itemized above even if directly or indirectly related to our specification section. If this quotation is accepted, it is expressly understood by both parties that this quotation shall be incorporated as an integral part of the contract.

Thank you for the opportunity.
Sincerely,
Lance Brophy

Approved by: _____ **Date:** _____.