

State Purchasing Checklist

PB-26-0691

Use this checklist to determine if an awarded contract meets the requirements to 'piggyback'.

Agency	WA State DES	Item	Carpet, Flooring and Installation
RFP #	08425	Amount	\$1,000,000 over term
Title	Flooring and Installation Services	Dept	Facilities, etc.
Supplier	Great Floors, LLC	Requestor	Lynn Gray
DOES THE BID MEET THE RCW REQUIREMENTS?			Copies/ Comments
YES	NO		
1	Do we have the authority to bid/contract for the item?	x	Motion 24-232
2	Did the State process the bid consistent with the RCW?	x	Contract p.
3	Was the bid advertised in compliance with the state's requirements? Where: WEBS on 7/16/2025	x	WEBS screenshot
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.	x	Great Floors has location in Snoco
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: 12/22/2025 – 12/31/2029 mas 2031	x	Contract
6	Does the bid and/or contract contain the language to piggyback? Where: p. 1	x	Contract
7	Requested items are listed in the bid/contract	x	Contract Exh A
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations. Cost score is 1,000/1,050	x	Bid tab
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder	x	Great floor has top score
10	There are no terms and conditions in the bid or contract that conflict with County code.	x	
11	Risk Management approves the insurance. Or the supplier has agreed to insurance requested by RM.	x	pending insurance
12	The requestor understands and agrees to the bid/contract terms and conditions of the state.	x	
13	Check the State and Federal debarment list. The supplier is not listed	x	
14	If services are included-An internet search of the awarded supplier was conducted and there were no human rights violations found. Indicate N/A if no services	x	
15	If services are included, confirm existing paperwork is sufficient.	x	

I have reviewed the items on the above checklist for this solicitation and it:

meets the requirements
 partially meets
 does not meet the requirements

Buyer Name Lynne Yara Date 2/23/2025

Pur Mgr may approve if all meets. If does not meet all items, Dir of Fin or Executive approval required.

Per SCC 3.04.140(5) and Executive Order 25-01(2.D.5), the following approval authorizes purchases not to exceed \$500,000 under the above referenced bid for the life of the bid/contract, any purchases exceeding \$500,000 shall also require county council approval.

Piggyback Approved _____ Date _____