

## PIGGYBACK AWARD RECOMMENDATION

To: Council Chair

Through: Dave Somers, County Executive

From: Bill Thornton, Purchasing

General Legislative Session: Weds, July 1, 2026

Product: Office Supplies

Requestor/User Department: Purchasing/County-wide Use

Estimated Award Amount: \$350,000

Date: 6/24/2026

Bidding Agency: Washington State DES

Agency's RFP No: 09925

Agency's Contract Term: 7/1/2026-6/30/2029

Recommended Supplier: Staples Contract and Commercial LLC

Proposed Piggyback Term: Seven (7) years

### **BRIEF DESCRIPTION:**

The Purchasing Department requests the use of a "piggyback" or "cooperative purchase" under SCC 3.04.220 utilizing a competitive bid issued and awarded by the Office of Washington State Department of Enterprise Services (DES). A Contract Usage Agreement between Snohomish County and DES authorizing cooperative purchases was approved by the County Council under Motion 24-232 and is currently in effect.

DES issued competitive solicitation RFP number 09925 for Office Supplies on January 6, 2026. The RFP contained fifteen different categories of office supplies. The bid was awarded to three vendors. This recommendation is for Staples Contract and Commercial LLC, which is the highest scoring supplier for all categories. The recommended supplier is not located in Snohomish County but utilizing this contract for volume pricing is in the best interest of the County. The DES contract has an ultimate term ending date of 6/30/2033, including extensions.

### **AWARD AUTHORITY:**

This contract award recommendation is before the County Council for approval to award in accordance with Snohomish County Code section 3.04.120, "Formal sealed bidding," and Section 3.04.140(5) "Award, execution, by whom," which establish the County Council as the award authority for contracts subject to bidding requirements greater than \$500,000. The County Council approves this recommendation and authorizes the County Executive or designee to execute agreements and subsequent amendments for the products/services described above.

### **AWARD RECOMMENDATION:**

The Director of Finance endorses the award recommendation.

The Purchasing Manager has electronically reviewed and recommends this award on ECAF 2026-1640.

The County Executive has electronically reviewed and recommends this award on ECAF 2026-1640.

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Council Chair

Date