

# State Purchasing Checklist PB-19-31

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

Solicitation Title Non Custom Uniforms and Accessories Bid No. 01417 replaces PB-19-08 06810

Agency Name Washington DES PR #: \_\_\_\_\_

DOES THE SOLITICATION MEET THE REQUIREMENTS?	YES	NO	Copies
Do we have the authority to bid/contract for the item or service?	x		
Did the State process the solicitation with terms and conditions consistent with the RCW?	x		
Was the solicitation conducted and awarded using a process consistent to our codes and bid statutes? (Does this meet our solicitation requirement for quotes or sealed process? Check what our dollar threshold process requires.)	x		
Do the solicitation and/or contract contain the language to piggyback? <u>Section 2</u>	x		
Advertising – was this solicitation advertised posted on a web site established and maintained by a public agency, purchasing cooperative or similar service provider, for purposes of posting public notice of solicitations or government agency website? <u>WEBS</u>	x		Copy of Ad or Date and Name of Publication
Is the bid/contract current and does its current life equal or exceed the time being requested? Copy of bid/contract with renewals as needed. <u>Expires 7/2/2025</u>	x		Copy of summary page
Was the contract awarded consistent to the RFP/ITB instructions? Review the bid tabs or evaluation summary and award recommendations.	x		
The items or services requested are listed in the contract. The requestor has agreed that the contract T&Cs meet his/her requirements.	x		Copy of item listed in bid
There are no statutory restrictions or code conflicts. (multiple awards, preferences)	x		
An internet search of the awarded vendor was conducted and there were no human rights violations found.	x		
Has the awarded vendor agreed to allow piggybacks? May be included in the contract, may be referenced back to the solicitation document.	x		
Check the State and Federal debarment list. The vendor is not listed	x		

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

☒ meets the County's requirements ☐ does not meet the County's requirements

(Backup documentation has been scanned/saved into folder for this contract)

Buyer Name Buller Date 12-31-19

Purchasing Manager Portellen Date 12/31/19