

## State Purchasing Checklist-Goods

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

Agency	DES <a href="#">26723</a> / NASPO 187962	Item	Group C Production Copier Leases & G1, C1	
RFP #	Colorado RFP-NP-23-001	Amount	\$254,899	
RFP Title	Multi-Function Devices & Related Software, Services and Cloud Solutions	Dept	Info Tech	
Supplier	Konica Minolta Business Systems	Requestor	Lisa Schultz	
<b>DOES THE BID MEET THE RCW REQUIREMENTS?</b>			<b>YES</b>	<b>NO</b>
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		
3	Was the bid advertised in compliance with the state's requirements? Where: WEBS	x		see DES Participating Addm, Item C page 1
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.	n/a		Fulfillment partners p 13
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: 8/1/24-8/1/26	x		Naspo Master Agm 187962 p 9
6	Does the bid and/or contract contain the language to piggyback? Where: Section 4, page 3	x		DES Participating Addm
7	Requested items are listed in the bid/contract	x		Got a Quote from Konica
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations.	x		Colorado Decision Memorandum & RFP Att C.
9	Awarded made to the lowest, responsible bidder? <del>If multiple awards, the requested supplier/item is the lowest, resp. bidder</del>	NA		Multiple awards RFP Eval p. V. G.
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 request-see email from DES
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		maintenance
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 8/30/2024

Per SCC 3.04.140(2) and Executive Order 23-02(2.D.2), the following approval authorizes purchases and services not to exceed \$50,000 under the above referenced RFP for the life of the contract, any purchases exceeding \$50,000 shall also require county council approval.

Piggyback Approved \_\_\_\_\_ Date \_\_\_\_\_