State Purchasing Checklist-Goods PB-24-023LY

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

Agency	DES 06121 (Sourcewell 093021-ELG)	Item	Elgin Sweeper Parts
RFP #	RFP 093021-Street & Specialty Sweepers, with Related Equipment, Accessories, Supplies	Amount	$130,000/year
RFP Title		Dept	Fleet
Supplier	Elgin Sweeper Company; WA dealer is BEN-KO-MATIC CO DBA OWEN EQUIPMENT COMPANY	Requestor	Travis Davies

	DOES THE BID MEET THE RCW REQUIREMENTS?	YES	NO	Copies/ Comments
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		**See Particip Addm & Sourcewell Contract**
3	Was the bid advertised in compliance with the state's requirements? Where:	x		**See ad in Sourcewell RFP docs folder**
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.	N/A		
5	Is the bid/contract current and does its current life equal or exceed the time being requested? **Term: 11/16/2025 (w/ one yr extn)**	X		**Per Sourcewell Agm & DES Addm**
6	Does the bid and/or contract contain the language to piggyback? Where:	x		**MCUA Section 2(b)**
7	Requested items are listed in the bid/contract	x		
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations.	x		**See scoring in Bid Tab**
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder	x		**Multiple; Owen dealer for Elgin**
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		**Approved**
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		**Elgin, Ben-ko, and Owen**
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	N/A		
15	If services are included, confirm existing paperwork is sufficient.	N/A		**Not services**

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_____

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(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 Thornton, Bill Digitally signed by Thornton, Bill Date: 2024.07.16 16:04:51 -07'00' Date_____