State Purchasing Checklist PB-26-0714

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

Agency	DES 00819/NASPO	Item	Fleet Card Services
RFP #	00819	Amount	$45,000 annually
RFP Title	Fleet Credit Card Services	Dept	Sheriff's Office Law Enforcement
Supplier	Wex Bank	Requestor	Pauline Sanders

	DOES THE BID MEET THE RCW REQUIREMENTS?	**YES**	**NO**	**Copies/ Comments**
1	Do we have the authority to bid/contract for the item?	x		Mot 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 on 6/4/2019 Orig State is WA DES**	x		screenshot
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: 10/1/2020 – 12/31/2027**	x		Amd and restated Master Agm (MA)
6	Does the bid and/or contract contain the language to piggyback? Where: **P. 1**	x		
7	Requested items are listed in the bid/contract **Sheriff vehicles occasionally go out of state and need more gas station locationss**	x		Exh A and B of MA
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations.	x		Bid Tab
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder	x		single top scorer
10	There are no terms and conditions in the bid or contract that conflict with County code.	x		Master Agm is WA DES
11	Risk Management approves the insurance. Or the supplier has agreed to insurance requested by RM.			pending w/ Coop Pur Agm
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		Needs Coop Pur Agm

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 3/30/2026

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: 2026.03.30 13:39:02 -07'00' Date