

State Purchasing Checklist-Goods

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

Agency	WA State DES	Item	Cab and Chassis		
Bid #	03920	Amount	\$150,000.00		
Bid Title	Class 6, 7, & 8 Cab and Chassis Truck	Dept	Fleet		
Supplier	Gordon Trucks Center	Requestor	Roy Scalf		
DOES THE BID MEET THE RCW REQUIREMENTS?			YES	NO	Copies/ Comments
1	Do we have the authority to bid/contract for the item?		x		
2	Did the State process the bid consistent with the RCW?		x		RCW 39.26
3	Was the bid advertised in compliance with the state's requirements? Where: WEBS		x		
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.		x		Freightliner NW is local.
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: 2/28/2025		x		
6	Does the bid and/or contract contain the language to piggyback? Where: MCUA and Master Contract		x		
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		
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder		x		
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.				No insurance required at this time.
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		SAM.Gov and WA State.
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

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 _____ Date _____

Pur Mgr may approve if all meets. If does not meet all items, Dir of Fin or Executive approval required.

Piggyback Approved _____ Date _____