

# Interlocal Purchasing Checklist

Use this checklist to determine if an awarded bid/RfX meets the requirements to 'piggyback'.

Solicitation Title Office Supplies RFP No. KC000252

Agency Name King County Vendor's Name: Marios Inc, dba Keeney's Office Supply

DOES THE SOLICITATION MEET THE REQUIREMENTS?	YES	NO	Copies
Do we have the authority to bid/contract for the item or service?	x		
Is it solicited by a public or non-profit agency? County govt	x		
Do we have a signed Interlocal Agreement with the Agency?	x		<a href="#">Mot 13-319</a>
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		<a href="#">Copy of award</a>
Do the solicitation and/or contract contain the language to piggyback? See Section 10.1	x		<a href="#">Contract</a>
Advertising – was this solicitation advertised in our legal newspaper <b>or</b> was it 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?	x		<a href="#">Copy of Ad</a>
Is the bid/contract current and does its current life equal or exceed the time being requested? <i>Contract with Amd 1 and 2 extn thru 11-30-2028</i>	x		<a href="#">Contract and amds</a>
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		
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		
Insurance requirements are approved by Risk Management	x		Need to insure snoco

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

Buyer Name Lynne Yara Date 4/17/2024

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.

Purchasing Manager \_\_\_\_\_ Date \_\_\_\_\_