

State Purchasing Checklist-Goods PB-26-0780

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

Agency	WA State DES	Item	Office Supplies	
RFP #	09925	Amount	\$350,000 per year	
Title	Office Supplies	Dept	Countywide	
Supplier	Staples Contract & Commercial LLC	Requestor	Purchasing	
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		RFP
3	Was the bid advertised in compliance with the state's requirements? Where: WEBS on 1/6/2026	x		WEBS 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: 7/1/2026-6/30/2029 max 2033	x		Contract
6	Does the bid and/or contract contain the language to piggyback? Where: page 4	x		Contract
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. Cost score is 1,000 out of 1,050	x		RFP
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder Top scorer	x		Bid Tab
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		pre-approved for goods
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	N/A		
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 6/16/2026

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(5) and Executive Order 25-01(2.D.5), the following approval authorizes purchases not to exceed \$500,000 under the above referenced bid for the life of the bid/contract, any purchases exceeding \$500,000 shall also require county council approval.

Piggyback Approved _____ Date _____