Sourcewell Cooperative Purchasing Checklist PB-26-0708

Use this checklist to determine if a NJPA/Sourcewell awarded contract meets the requirements to 'piggyback'.

Vendor:	**PRIMARY - Veritiv Operating Company & SECONDARY - Staples Contract & Commercial LLC**		
Contract #	**082724-VET & 082724-SCC**	**Contract Expiration:**	2031-32
Item(s) Requested:	**Janitorial Supplies**	**Estim Amt:**	$350,000 annually for Countywide use

Does the Contract meet the County's Requirements?	**YES**	**NO**
Will the contract be in effect (not expired) for the time period requested/required? Do we have a copy of a valid agreement and renewals? ***Veritiv: Eff 10/29/24 Term End: 10/31/2028*** ***Staples: Eff 2/3/2025 Term End: 2/2/2029*** ***Each have extns available to max 7 years from Eff Date (ultimately 2031/2)***	**x**	
Does the County have the authority to bid/contract for the item or service? ***Motion 18-247***	**x**	
Are the items requested specified on the contract? ***Need to exclude some items***	**x**	
Does the RFP and award comply with the County's codes and statutes? ***Sourcewell awarded 4 vendors, this recommendation is for the top 2 scorers. The RFP price score is 400 out of 1,000 total points***	Users will use Secondary supplier if Primary doesn't have an item.	
Is the bid free of any preference language that is not allowable in the statues such as WMBE points?	**x**	
Has the contract language been reviewed by Risk Management?	pending Agm	
Is the contract language sufficient to cover Risk Management requirements? If no, please list additional language to be added:	pending Agm	
Has the contract language been reviewed by Purchasing?	**x**	
Is the contract language sufficient to cover Purchasing requirements? If no, please list additional language to be added: ***see Coop Pur Agm template***	Needs Coop Pur Agm	
Has there been due diligence performed to assure the pricing is competitive? If yes, please describe: ***price quotes from sampling of items***	**x**	
Has the awarded vendor agreed to allow piggybacks? May be included in the contract, may be referenced back to the solicitation document. ***RFP page 1***	**x**	
Has the awarded vendor agreed to additional terms and conditions as required? ***Allowed under Sourcewell t&cs***	**x**	
Check the State and Federal debarment list. The vendors are not listed:	**x**	
Is there a fee for using this contract? If Yes, please indicate fee: ***1 or 1.5% paid by vendor directly to Sourcewell, not by purchaser***	**x**	

I have reviewed the items on the above checklist for this solicitation and it

☒ mostly meets the County's requirements ☐ does not meet the County's requirements

Buyer: Lynne Yara Date 3/31/2026

Per SCC 3.04.140(2) and Executive Order 25-01(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 Thornton, Bill Digitally signed by Thornton, Bill Date: 2026.04.01 15:23:59 -07'00' Date