

PIGGYBACK AWARD RECOMMENDATION

To: Council Chair
Through: Dave Somers, County Executive
From: Bill Thornton, Purchasing Manager
General Legislative Session: Weds, April 8, 2026
Product: Janitorial Supplies
Requestor/User Department: Purchasing/County-wide use
Estimated Award Amount: \$350,000.00 annually

Date: 4/2/2026
Bidding Agency: Sourcewell, a Minnesota service cooperative
Agency's RFP No: 082724
Agency's Contract Term: 2024-2032
Recommended Suppliers: PRIMARY-Veritiv Operating Company & SECONDARY-Staples Contract & Commercial LLC
Proposed Piggyback Term: Seven (7) years

BRIEF DESCRIPTION:

The Purchasing Department requests the use of a "piggyback" or "cooperative purchase" under SCC 3.04.220 utilizing a competitive bid issued and awarded by Sourcewell, a Minnesota service cooperative (Sourcewell). An interlocal (ILA) agreement between Snohomish County and Sourcewell was approved pursuant to SCC 3.04.210 by the County Council under Motion 18-247 and is currently in effect.


Sourcewell issued competitive solicitation number 082724 (RFP) for Janitorial Supplies on July 9, 2024. There are multiple awardees under this RFP. This recommendation is for the top two scorers. Veritiv Operating Company shall be designated Primary Supplier & Staples Contract & Commercial LLC will be the Secondary Supplier should the primary not be able to deliver an item. Each vendor offers a wide variety of janitorial supplies at a percentage discount from catalog prices. County users will be able to select from the lowest priced items in each online catalog. Snohomish County's county-wide spend for janitorial supplies is approximately \$350,000.00 annually. Issuing a county bid is not expected to result in a lower price.

AWARD AUTHORITY:

This contract award recommendation is before the County Council for approval to award in accordance with Snohomish County Code section 3.04.120, "Competitive bidding," and section 3.04.140(11), "Award, execution, by whom," which establish the County Council as the award authority. The County Council approves this Award and authorizes the County Executive or designee to execute Agreements and subsequent Amendments for the products and services as defined above.

AWARD RECOMMENDATION:

The Director of Finance endorses the award recommendation.
The Purchasing Manager has electronically reviewed and recommends this award on ECAF 2026-0926.
The County Executive has electronically reviewed and recommends this award on ECAF 2026-0926.



Council Chair 4/8/2026
Date