

	PIGGYBACK BID AWARD RECOMMENDATION	
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<u>To:</u> Council Chair <u>Through:</u> Dave Somers, County Executive	<u>Date:</u> 9/5/2023
<u>From:</u> Nathan Kennedy, Finance Director	<u>Bidding Agency:</u> Washington State
<u>General Legislative Session:</u>	<u>Agency's Bid No:</u> Contract 06019
<u>Product:</u> Office Supplies	<u>Agency's Bid Term:</u> 2020-2026
<u>Requestor/User Department:</u> Purchasing/County-wide use	<u>Recommended Supplier:</u> ODP Business Solutions, LLC
<u>Estimated Award Amount:</u> \$350,000.00	<u>Proposed Piggyback Term:</u> Three (3) years

BRIEF DESCRIPTION:

The Purchasing Department requests the use of a “piggyback” or “cooperative purchase” under SCC 3.04.22 utilizing a competitive bid issued and awarded by the Office of Washington State Department of Enterprise Services (DES). An interlocal (ILA) agreement between Snohomish County and the State of Washington authorizing cooperative purchases was approved pursuant to SCC 3.04.210 by the County Council under Motion 13-245 and is currently in effect.

DES issued competitive solicitation number 06019 for Office Supplies on February 11, 2020. The bid contained 16 categories of goods for office use, including writing implements and paper. There are three awardees under this contract. Office Depot was the only bidder to submit for all categories and in 2021 they assigned their rights, obligations, and liabilities to ODP Business Solutions, LLC. They offer an online platform for ordering and making payments. Snohomish County’s county-wide spend for office supplies is approximately \$350,000 annually. Issuing a county bid is not expected to result in a difference of supplier.

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(3) and (8), “Award, execution, by whom,” which establish the County Council as the award authority for contracts subject to bidding requirements greater than \$250,000.

AWARD RECOMMENDATION:

The Director of Finance endorses the award recommendation.
 The Purchasing Manager has electronically reviewed and recommends this award on ECAF 2023-1044.
 The County Executive has electronically reviewed and recommends this award on ECAF 2023-1044.

<i>Jared Mead</i>	9/13/23
Council Chair	Date