State Purchasing Checklist PB-26-0669

Agency	WA State DES	Item	Mail Eqt Lease, supplies & maint.
RFP #	15622	Amount	$26,000 avg 60-mo lease
Title	Mailing Equipment, Supplies & Maintenance	Dept	Health
Supplier	Pitney Bowes and Quadient	Requestor	Sarah Buker

	DOES THE BID MEET THE RCW REQUIREMENTS?	YES	NO	Copies/ Comments
1	Do we have the authority to bid/contract for the item?	x		Motion 24-232
2	Did the State process the bid consistent with the RCW?	x		Particip Addm & Arizona RFP
3	Was the bid advertised in compliance with the state's requirements? Where: **WEBS on 7/20/2021**	x		Webs screenshop
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.	N/A		Orig RFP in Arizona
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: **9/1/2022 – 5/14/2026 max 2027**	x		Particip Addm
6	Does the bid and/or contract contain the language to piggyback? Where: **page 1**	x		Particip Addm
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. **Price score 200/1000 points**	x		Arizona RFP docs
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder **Awarding top 2 scorers that offer mailing systems**	x		Bid tab – Users to get quotes and select low
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		
12	The requestor understands and agrees to the bid/contract terms and conditions of the state.	x		lease terms & conditions
13	Check the State and Federal debarment list. The supplier is not listed	x		Both names
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	x		PBowes had a violation in 2017-22 & resolved 2023
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 2/26/2026

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.

Piggyback Approved Thornton, Bill Digitally signed by Thornton, Bill Date: 2026.02.26 15:49:39 -08'00' Date_____