

## State Purchasing Checklist-Goods

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

Agency	WA State Dept. of Enterprise Services	Item	Linen and Laundry Services		
Bid #	25223	Amount	\$630,000.00		
Bid Title	Linen and Laundry Services	Dept	Public Works		
Supplier	Vestis Services, LLC	Requestor	Jessica Haverfield		
DOES THE BID MEET THE RCW REQUIREMENTS?			YES	NO	Copies/ Comments
1	Do we have the authority to bid/contract for the item?		X		
2	Did the State process the bid consistent with the RCW?		X		
3	Was the bid advertised in compliance with the state's requirements? Where: WEBS		X		Screencap in folder
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.		X		N/A
5	Is the bid/contract current and does its current life equal or exceed the time being requested? Term: 4/1/24-4/1/29		X		
6	Does the bid and/or contract contain the language to piggyback? Where: Section 2.1		X		Contract in folder
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.		X		Bid tab in folder
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder		X		
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		N/A
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		L&I and sam.gov in folder
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		n/a
15	If services are included, confirm existing paperwork is sufficient.		X		n/a

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 \_\_\_\_\_

Per SCC 3.04.140(3) and Executive Order 23-02(2.D.4), 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 \_\_\_\_\_