

**State Purchasing Checklist-Goods PB-25-0478**

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

Agency	DES	Item	Lawn Eqt: Track mini loader; mower		
RFP #	<a href="#">DES 28123</a>	Amount	\$350,000		
RFP Title	Lawn and Grounds Equipment	Dept	Fleet		
Supplier	FMI Equipment	Requestor	Mark Sharp		
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		RFP page 1
3	Was the bid advertised in compliance with the state’s requirements? Where: <b>WEBS on 12/31/2024</b>		x		Screenshot in file
4	Firms located in Snohomish County submitted bids. If there are no qualified firms located in Snohomish County, enter N/A.		N/A		
5	Is the bid/contract current and does its current life equal or exceed the time being requested? <b>Term: 6/1/2025 – 4/30/2028 max 2030</b>		x		Contract p.3 Section 1
6	Does the bid and/or contract contain the language to piggyback? Where: <b>page 1</b>		x		
7	Requested items are listed in the bid/contract – <b>category 11, 21, 24</b>		x		Contract Exh A and B
8	Was the award consistent to the Bid/RCW? Review the bid tabs or evaluation summary and award recommendations.		x		RFP page 15 Section 3.4 and Bid tab
9	Awarded made to the lowest, responsible bidder? If multiple awards, the requested supplier/item is the lowest, resp. bidder <b>Price score is 850/1050</b>		x		Bid Tab
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.				Pre approved
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		
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		NA		
15	If services are included, confirm existing paperwork is sufficient.		NA		

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 \_\_\_\_\_

Per SCC 3.04.140(5) and Executive Order 25-01(2.D.5), 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 \_\_\_\_\_ Date \_\_\_\_\_