



## Piggyback Checklist

Using Department(s): Department of Public Works

Piggyback Contract Number/Name: Sourcewell Contract 032119-CNH

Services/Supplies to be provided: CNH Industrial America LLC will be providing us with five Case light duty equipment that will be used Citywide. The five pieces of equipment are a Case 590SN backhoe loader, 2 - Case track loader TV370, and 2 - Case 621G wheel loaders.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** **The above mentioned Sourcewell – CNH Industrial America LLC contract has locked in light equipment prices at a thirty-seven percent discount. These prices and discounts are set to expire soon and the price will only increase after that. These prices give us the best option to purchase much needed equipment for use Citywide.**

### Procurement Code, Section 38.41(C)(5):

(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

Piggyback Justification Criteria	YES	NO	COMMENT
Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	Yes		<p><b>The piggyback contract allows the City to get the best prices available which include a thirty-seven percent discount which was negotiated in the contract. The cost of this equipment continues to rapidly increase and this contract which expires in May, allows us to take advantage of price that was negotiated in 2019. It also allows us to take advantage of much needed equipment at a locked in price. We are very fortunate to be able to piggyback this contract and its prices.</b></p>
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		<p><b>The use of this contract will save the City staff a great deal of time, efforts and resources due to the amount of time that would be needed to bid such</b></p>

		<b>expensive and unique equipment. Plus it has received quotes from all the top heavy equipment manufacturers in the country.</b>
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	<b>Yes</b>	<b>FY'23 General Funds</b>
<b>*If you answered no to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management staff.</b>		

ITEMS VERIFIED	YES	NO	COMMENT
Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract?	<b>Yes</b>		<a href="#">Sourcewell Contract #032019</a> through allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	<b>Yes</b>		RFP #032019
Piggyback Contract is Valid? Contract Expiration Date:	<b>Yes</b>		May 13, 2023
Goods / Services requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract?	<b>Yes</b>		
Does the piggyback contract have acceptable terms and conditions?	<b>Yes</b>		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	<b>Yes</b>		Michael Cabrera, Government Specialist approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	<b>Yes</b>		Vendor (CNH Industrial America LLC) was selected among 14 respondents to the RFP, with the highest total score out of a possible 400 points.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	<b>Yes</b>		
Piggyback Contract has Warranty Conditions?	<b>Yes</b>		We have a 4 year or 4,000 hours extended PPP warranty.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		<b>No</b>	Includes other remedies for damages/non-compliance.

**Requestor's Signature:** 

**Date:** 4.18.23

**Director's Signature:** 

**Date:** 4.18.23

DS  
CPO Signature: DocuSigned by: Steve Stewart  
Date: 5/4/2023