



## Piggyback Checklist

**Using Department(s):** Department of Design and Construction Management

**Piggyback Contract Number/Name:** 56120000-24-NY-ACS

**Services/Supplies to be provided:** Alternate Contract Source Furniture, All Types.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):**

**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.

<b>Piggyback Justification Criteria</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
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		
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		

**\*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</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
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?	Yes		Upon execution of this Contract, agencies, as defined in section 287.012, Florida Statutes, may purchase products and services under this Contract.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		The State of New York, Office of General Services, competitively procured Group 20915 Furniture, All Types (except Hospital Room and Patient Handling), and awarded No. PC70154, Furniture, All Types (Master

			Contract), with the Contractor
Piggyback Contract is Valid? Contract Expiration Date:	Yes		The Contract will expire on December 1, 2028 unless terminated earlier or renewed in accordance with Exhibit A, Additional Special Contract Conditions.
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?	Yes		The Master Contract has up to five years of renewals available.
Does the piggyback contract have acceptable terms and conditions?	Yes		Alternate Contract Source (ACS) No. 56120000-24-NY-ACS
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		Vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		the Secretary evaluated the Master Contract and determined that use of the Master Contract is cost-effective and the best value to the state.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		See attached
Piggyback Contract has Warranty Conditions?	Yes		Includes: Refer to attachment. Warranties vary by product
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Requestor's Signature:** Lisa A Iglesias

**Date:** 6/24/24

**Director's Signature:** Jose Cortes

**Date:** 6/24/2024

**CPO Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_