



## Piggyback Checklist

**Using Department(s):** Department of Public Works

**Piggyback Contract Number/Name:** FSA23-VEH21.0/Florida Sheriff's Association Heavy Trucks and Buses

**Services/Supplies to be provided:** The Peterbilt Store South Florida LLC dba the Peterbilt Store will be providing us with a 2025 – Peterbilt 537 Cab & Chassis Grapple Truck

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The 2025-537 Peterbilt Cab and Chassis Grapple Truck is being procured via piggyback from The Peterbilt Store because of pricing and availability using the Florida Sheriff's Association contract.

### 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		The Florida Sheriff's Association FSA23-VEH21.0: Heavy Trucks and Buses was competitively solicited and bid for the current pricing. Over the years, Fleet has received the best pricing by using contracts that were bid via the Florida Sheriff's Association. Listed in the Florida Sheriff's Association FSA23-VEH21.0: Heavy Trucks and Buses shall be below Manufacturer's Standard Retail Pricing (MSRP) or manufacturer's published list price for any item and options.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The use of this contract will save the City staff time and money. The bid process is costly and time consuming so staff will be able to divert those resources elsewhere.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		FY2024 General Fund

**\*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.**

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?	Yes		Florida Sheriff's Association contract FSA23-VEH21.0 with Related Equipment, Accessories and Services allows for use by all government agencies.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		FSA23-VEH21.0 was competitively bid for Heavy Trucks and Buses beginning in May 2023. An advertisement for the Invitation to Bid was published in the Florida Administrative Weekly, as well as the State of Florida's Office of Supplier Diversity and the FSA websites. On May 5, 2023, a direct notification was sent to 716 prospective bidders to participate in a voluntary bidder workshop.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		September 30, 2024
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		
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		Frank Lopez, Sales Manager for The Peterbilt Store approved the use of this contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		The Peterbilt Store was selected from a total of 29 qualified bidders.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for

			which they are intended. Vendor's dealers and Distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

Requestor's Signature:

DocuSigned by:  
Annalie Holmes  
320579B32AA141F...

Date: 1/10/2024

Director's Signature:

DocuSigned by:  
Joseph S. Kroll  
53471CE32D34456...

Date: 1/16/2024

CPO Signature:

DocuSigned by:  
Steve Stewart  
876DD9ED7FB74C8...

Date: 1/24/2024

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