



Piggyback Checklist

Using Department(s): Department of Public Utilities Underground Division

Piggyback Contract Number/Name: Sourcewell contract 032119-CNH

Services/Supplies to be provided: A new 2023 CASE TV3708B T4 Compact Track Loader, a new 2023 CASE CX37C TIER4 Mini Excavator, and a new CASE 590SN 4WD T4 Backhoe Loader.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The direct price savings offered by this contract are beneficial to the City. It also generates administrative cost savings and expedites the purchasing process.

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		Prices for this contract have been provided by Sourcewell contract #032119-CNH
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Leveraging the work that's been done by the lead agency saves time and money. It bypasses protracted steps of negotiations & approvals, workload & processing times
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding for this purchase will be sourced from IT's FY-24 approved budget. No grant funds are involved.

***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		The contract allows utilization by other government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Sourcewell Contract 032119-CNH
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Until May 13, 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		Vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Sourcewell has been used in the past to demonstrate having very good competitive prices.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	Includes other remedies for damages/non-compliance.

Requestor's Signature:**Date:** 11/1/2023

DocuSigned by:

Jaime Castillo

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Director's Signature:**Date:** 11/2/2023

DocuSigned by:

Vincent Morello

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CPO Signature:**Date:** 11/2/2023

DocuSigned by:

Steve Stewart

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