



## Piggyback Checklist

**Contract Number/Name:** City of Delray Beach Agreement awarded to Park Assist, LLC  
(competitively awarded under RFP #2018-033 for Parking Count and Guidance System)

**Services/Supplies to be provided:** Vehicle parking count and guidance system to assist customers  
in locating parking in the building

**Using Department(s):** Police Department/Parking Division

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		
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Delray Beach RFP #2018-033
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 12/04/2018 through "...all maintenance, warranty and/or support periods..." (includes six years of preventive maintenance)
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		Vendor (Park Assist) was selected among 8 respondents to the RFP, with the highest total score which included an assessment of pricing for their products/services.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Includes software warranties relating to equipment, installations, and repair/replacement of components. (Page 15 of Park Assist proposal)
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Verified By:** 

**Date:** June 29, 2021