



Piggyback Checklist

Using Department(s): Fire Rescue

Piggyback Contract Number/Name: RFP #030122

Services/Supplies to be provided: Fire Rescue & Beach Safety is in need of leasing three (3) RAM 1500 vehicles.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): These services were solicited by Sourcewell via Request for Proposals #030122. As a result, there are savings provided by this contract. This contract provides the ability to lease these vehicles instead of purchasing them.

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		These services were solicited by Sourcewell via Request for Proposals #030122. As a result, there are savings provided by this contract. This contract provides the ability to lease these vehicles instead of purchasing them.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		If a Blanket Purchase Agreement is established, it will allow Fire Rescue to save time from requesting quotes from the vendor, eliminate the necessity to enter requisitions in Oracle which needs to be approved by Procurement Staff, and will make better use of our staff as a resource.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Grant funds or funds that prohibit the use of piggybacking will not be utilized.

***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		Allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Request for Proposals #030122
Piggyback Contract is Valid? Contract Expiration Date:	Yes		This contract expires on April 18, 2026. This Contract may be extended one (1) additional year upon the request of Sourcewell and written agreement by Supplier.
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		
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	

Requestor's Signature: 

Date: 5/3/23

Director's Signature: 

Date: 5.3.23

CPO Signature: 

Date: 5-10-2023