



Piggyback Checklist

Using Department(s): Department of Public Works

Piggyback Contract Number/Name: 2018-40/Repair of Sidewalk Trip Hazards

Services/Supplies to be provided: To repair and fix sidewalk trip hazards.


Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The above mentioned Town of Miami Lakes contract, cost and repairs of sidewalk trip hazards and any related repairs has rapidly increased. These prices give us the best option to fixing the City's sidewalks for the residents and community members.

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 piggyback contract allows the City to get the best prices available which was negotiated in 2018, whereas the cost of materials and labor in sidewalk repairs, such as concrete, and other materials has skyrocketed in cost. We are very fortunate to be able to piggyback this contract and its prices.
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 a great deal of time, efforts and resources due to the amount of time needed to bid it, as well as the prices being used were from an earlier time when prices were lower.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		FY'23 General funds
*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		Contract 2018-40 allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		ITB No. 2018-40
Piggyback Contract is Valid? Contract Expiration Date:	Yes		October 4, 2023
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		Becky Navia from Florida Sidewalk Solutions approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		The Town of Miami Lakes practices Fair and Reasonable pricing practices.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		All work have a 1 year warranty on labor, equipment, parts and materials beginning at final acceptance.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	Yes		Contractor must pay a per diem for liquidated damages. These will be paid for each and every calendar day and will be specific to each work order. It will not exceed the work order amount

Requestor's Signature: 

Date: 4/6/2023

Director's Signature: 

Date: 4.6.23

DocuSigned by:

 CPO Signature: _____

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Date: _____