



Piggyback Checklist

Using Department(s): Police Department / Support Services Division

Piggyback Contract Number/Name: Florida Sheriff's Assn FSA22-VEL30.0

Services/Supplies to be provided: 2022 Ford Explorer XLT (RWD)

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The FSA Cooperative purchasing program would allow the Police Department to save time and resources by leveraging the FSA competitive process to acquire vehicles.

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		Compared different solicitation programs to find the contract that best fits the department's need, including vehicle availability and price. The current MSRP for a 2023 Ford Explorer is \$36,000. Duval Ford is offering a 2022 Ford Explorer at last year's pricing of \$30,000 (base price).
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Yes. Utilizing the piggyback amounts to less time needed to research and wait for quotes.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		LEAF 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		FSA22-VEL30.0 Allows use by all government entities

Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes	FSA22-VEL30.0
Piggyback Contract is Valid? Contract Expiration Date:	Yes	The contract expires 9/30/23
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	The vendor is offering the same vehicle type and make on the contract, but the 2022 model, which is available for a lesser price.
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	The current MSRP for a 2023 Ford Explorer is \$36,000. Duval Ford is offering a 2022 Ford Explorer at last year's pricing of \$30,000 (base price).
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	N/A	
Piggyback Contract has Warranty Conditions?	Yes	5 year extended warranty available
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	Yes	Per FSA contract Section 3.26, the daily amount for liquidated damages is \$25.00/day. The vendor warrants that the product supplied to the FSA or purchaser shall conform in all respects to the standards set forth and the failure to comply with this condition will be considered as a breach of contract. Any liquidated damages levied because of inadequacies or failures to comply with these requirements shall be borne solely by the vendor responsible for same.

Requestor's Signature: Log #375

Date: 12/22/22

Director's Signature: Chris O'Brien
DocuSigned by: 2323378F4B8E436...

Date: 12/22/2022

CPO Signature: Steve Stewart
DocuSigned by: 976DD9ED7EB74C8

Date: 12/22/2022