



## Piggyback Checklist

Using Department(s): Police Department/Fleet

Piggyback Contract Number/Name: FSA23-VEL31.0 for Pursuit, Administrative & Other Vehicles

Services/Supplies to be provided: Administrative and Pursuit Vehicles

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The decision to piggyback was made for pricing considerations and due to limited vehicle inventory. The piggyback contract FSA23-VEL 31.0 is a Cooperative Agreement procured by the Florida Sheriff's Association (FSA) for the purpose of shared goods/services for use by state/local government, to streamline purchasing for local governments, provide strategic sourcing, and promote cost-effective use of shared services.

### 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		Yes, the FSA offers government pricing and is more favorable than pricing we would obtain from our own solicitation/quotes. For instance, the current MSRP for a 2024 Chevrolet Tahoe 4WD is over \$60,000.00. The vendor's base pricing is approximately \$50,196.00 per vehicle, which is a significant cost savings.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		It will save bid time, provide strategic sourcing, and cost savings through a cooperative group purchasing agreement.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding included in the adoption of the FY 2024 operating budget
<b>*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.</b>			

ITEMS VERIFIED	YES	NO	COMMENT
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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 piggyback is a Cooperative Agreement procured by the FSA for the purpose of shared goods/services for use by state/local governments.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes	An ITB was issued via FSA23-VEL31.0
Piggyback Contract is Valid? Contract Expiration Date: September 30, 2025	Yes	Initial Term: 10/1/23 – 09/30/25
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	Price quote reflects vehicle type/cost awarded under the piggyback contract
Does the piggyback contract have acceptable terms and conditions?	Yes	The Department reviewed the contract terms and conditions and deemed them acceptable.
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 Chevrolet Tahoe 4WD is over \$60,000.00. The vendor's pricing is approximately \$50,196.00 per vehicle, which is a significant cost savings
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes	Premium Care 6 Year or 100,000 Mile \$0 Deductible Warranty
Piggyback Contract has Warranty Conditions?	Yes	Includes system warranties relating to equipment, installations, and repair/replacement of components.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	No	Per FSA contract Section 3.25, the daily amount for liquidated damages is \$25.00/day

**Requestor's Signature:****Date:** 10/4/2023

DocuSigned by:

Madonna Dell Olio

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**Director's Signature:****Date:** 10/4/2023

DocuSigned by:

Chris O'Brien

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**CPO Signature:****Date:** 10/5/2023

DocuSigned by:

Steve Stewart

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