



Piggyback Checklist

Using Department(s): Police Department

Piggyback Contract Number/Name: Wythe County, Virginia's Automated Speed Enforcement System Agreement

Services/Supplies to be provided: School Zone Speed Enforcement System and Services

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): This contract generates administrative cost savings and expedites the purchasing process.

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 pricing and terms offered align with the departments' objectives. The vendor offers a zero-cost speed enforcement program. Under the terms of the contract, the vendor implements a public information and education program. |
| Will use of the piggyback contract save City staff administrative time, efforts and resources? | Yes | | It will save bid time, and provide strategic sourcing, and cost savings. It bypasses protracted steps of negotiations & approvals, workload & processing times |
| Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? | Yes | | This is a zero-balance billing agreement. There is no cost for any portion of the program or on-going services. |

***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 | | The contract allows utilization by other government entities per amendment dated 2/27/24 |

| | | | |
|--|------------|-----------|---|
| Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? | Yes | | Request for Proposals: Camera Speed Enforcement & Related Services |
| Piggyback Contract is Valid? Contract Expiration Date: 05/2026 | Yes | | This contract expires on May 15, 2026, and auto renews in increments of additional two (2) year periods |
| 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 | | All items, including ALPR'S and speed enforcement equipment, and services requested from the vendor match the equipment and services outlined in the agreement. |
| 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 | | The vendor approves of using the contract. |
| Is pricing "Fair and Reasonable" in the piggyback contract? | Yes | | Wythe County, VA issued an RFP: Camera Speed Enforcement & Related Services. The solicitation generated responses of which 5 were reviewed. Wythe County recommended Blueline Solutions because "they are willing to put in their contract the locality will never be billed for anything, including equipment...and provide ALPR'S in all school zones at no additional cost." |
| Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management? | Yes | | |
| Piggyback Contract has Warranty Conditions? | Yes | | The vendor provides routine maintenance of system equipment and responds to repairs. All equipment provided by BLS shall remain the sole property of BLS. |
| Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount) | | No | Includes process for dispute resolution (See Agreement, Section 13). |

Requestor's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

CPO Signature: _____

Date: _____