



Piggyback Checklist

Using Department(s): Department of Public Works

Piggyback Contract Number/Name: Sourcewell Contract# 060920-PMC/ Class 4-8 Chassis with Related Equipment, Accessories, and Services

Services/Supplies to be provided: The Peterbilt Store will be providing us the City of Hollywood with a 2024 - 548 Peterbilt Cab & Chassis Dump Truck

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The 2024-548 Peterbilt Cab and Chassis Dump Truck is being procured via piggyback from The Peterbilt Store because of pricing and availability using the Sourcewell contract #060920-PMC Class 4-8 Chassis with Related Equipment, Accessories and 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.

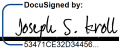
Piggyback Justification Criteria	YES	NO	COMMENT
Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	Yes		Sourcewell #060920-PMC Class 4-8 Chassis with Related Equipment, Accessories and Services was competitively solicited and bid for the current pricing. Over the years, Fleet has received the best pricing by using contracts that were bid via Sourcewell. Listed in Sourcewell, Contract #060920-PMC Class 4-8 Chassis with Related Equipment, Accessories and Services shall be below Manufacturer's Standard Retail Pricing (MSRP) or manufacturer's published list price for any item and options.
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 time and money. The bid process is costly and time consuming so staff will be able to divert those resources elsewhere. Additionally, on April 16, 2020, solicitations went out both nationally and statewide



			for prospective bidders to register for bid qualification. The two-month advertisement resulted in 25 qualified bidders.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		FY2023 General Fund
*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		Sourcewell contract #060920-PMC Class 4-8 Chassis with Related Equipment, Accessories and Services allows for use by all government agencies.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		RFP #060920 Request For Proposals for Class 4-8 Chassis with Related Equipment, Accessories, and Services.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		August 1, 2024
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		John DeMarco, Municipality/Vocational Specialist for The Peterbilt Store approved the use of this contract. Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		The Peterbilt Store was selected from a total of 25 qualified bidders.

Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes	
Piggyback Contract has Warranty Conditions?	Yes	Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No

Requestor's Signature:  _____
Date: 6/7/2023

Director's Signature:  _____
Date: 6/8/2023

 **CPO Signature:**  _____
Date: 6/12/2023

