



Piggyback Checklist

Using Department(s): Department of Public Utilities, Public Works, Parks & Recreation, Fire Rescue, and other Departments Citywide as needed

Piggyback Contract Number/Name: Sourcewell Contract #091422-WWG Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies and Services – Piggyback Contract RFP 091422 awarded to WW Grainger, Inc.

Services/Supplies to be provided: Support for Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies and Services.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): Due to supply chain shortage and costs savings the City will take advantage through cooperative purchasing of Facility MRO, Industrial & Building Supplies with Related Equipment, Accessories, Supplies and Services procured from the Sourcewell RFP #91422.

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 RFP #091422 competitively solicited these services and pricing for these services in today's market (inflation costs, GDP, etc.) would be much higher to solicit these services.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Cooperative purchases would save staff time and effort on these services and focus on other components of City operations.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		FY 24 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
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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		Sourcewell Contract RFP #091422 allows use by government entity
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		RFP # 091422 Facility MRO, Industrial & Building Supplies with Related Equipment
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 11/7/2022 – 11/8/2026
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		This contract was approved for use by Sourcewell Contract and contacts: Biz Goforth and Allison Darlene
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		Note: Pending COI from Vendor
Piggyback Contract has Warranty Conditions?	Yes		Under Section 2B. Equipment, Products and Services contains warranty on purchase of products.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

Requestor's Signature:

10/25/2023

Date:

DocuSigned by:

Benslon Parrish

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Director's Signature:

10/25/2023

Date:

DocuSigned by:

Vincent Morello

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CPO Signature:

10/25/2023

Date:

DocuSigned by:

Steve Stewart

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