



Piggyback Checklist

Using Department(s): Police

Piggyback Contract Number/Name: Buy Board, Proposal Invitation No. 698-23 for Public Safety and Firehouse Supplies and Equipment

Services/Supplies to be provided: Uniforms / Equipment

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The decision to use the Buy Board Cooperative Agreement was made for pricing considerations and the fact that those prices are locked in the for duration of the contract period. The Buy Board Cooperative Agreement is currently being used by the City of Hollywood.

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 Buy Board Cooperative Agreement pricing is more favorable than the pricing we would have obtained from our solicitation or quotes. The current uniform contract with the Tampa Police Department is about to be renewed and the prices are going to increase.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		This process will save valuable time from the administrative side since the users can order the uniforms themselves via an online portal.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding is included in the adoption of the FY2024 operating budget.

***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		Buy Board Cooperative Agreement is for shared goods/equipment for use by State/Local governments.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term is 04/01/23 03/31/24 with an additional two one-year renewal options.
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		Prices reflect the type/cost awarded under 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		Vendor approves of using the contract
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Pricing is 15% lower than through the public portal.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Purchase includes a warranty of items once procured.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

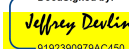
Requestor's Signature:



Date: 02/01/24

Director's Signature:

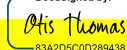
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Date: 2/8/2024