



## Piggyback Checklist

**Using Department(s):** Department of Design and Construction Management

**Piggyback Contract Number/Name:** TIPS Contract 211001 Job Order Contract

**Services/Supplies to be provided:** Re-roof of the Art and Culture Center.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):**

**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. Once the PO is issued, an RS Means tabulation is calculated and run through TIPS Construction compliance. This will save time and resources vs. going out to bid.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Yes. PSI Roofing's TIPS contract 211001 was competitively bid and awarded by Region 8 Education Service Center (TIPS) and will save City Staff administrative time, efforts and resources by not going out to bid. All of the solicitation and contract information is posted publicly for download under the "Due Diligence" section of our TIPS Profile page: <a href="#">TIPS-USA</a>
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		TIPS performs a preliminary analysis in their RFP regarding federal funds and 2 CFR Part 200. PSI answered YES to all questions and has been marked as EDGAR compliant based on the response. TIPS has guidance on their process at the following link: <a href="#">TIPS Information Guidance Entities Purchasing.pdf (tips-usa.com)</a>

**\*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		<u>TIPS Contract 211001</u> allows use by all government entities per the <u>RFP</u>
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		<u>RFP 211001</u>

			<u>Advertisement Documents</u>
Piggyback Contract is Valid? Contract Expiration Date:	<b>Yes</b>		Expires January 31, 2025, and will be renewed prior to expiration.
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?	<b>Yes</b>		
Does the piggyback contract have acceptable terms and conditions?	<b>Yes</b>		<u>TIPS Contract 211001</u>
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	<b>Yes</b>		Vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	<b>Yes</b>		Put through TIPS construction compliance with RS Means justification.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	<b>Yes</b>		
Piggyback Contract has Warranty Conditions?	<b>Yes</b>		Includes: A Limited Lifetime Warranty from the Manufacturer for the tiles. 2. Owner shall receive a Five (5) Year PSI Superior Guarantee Warranty on workmanship. Owner shall receive a 20 Year No Dollar Limit Warranty on the flat roofs from the manufacturer.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	<b>Yes</b>		Per addendum, \$100/day after substantial completion and \$100/day after final completion not to exceed \$200/day

**Requestor's Signature:**   
**Date:** 2/26/2024

**Director's Signature:**   
**Date:** 02.26.2024

**CPO Signature:** Otis J. Thomas  
**Date:** 02/26/24