



Piggyback Checklist

Using Department(s): Public Works Department

Piggyback Contract Number/Name: BCSO 22-27-1.0/Bradford County Sheriff's Office Vehicle Purchasing Contract

Services/Supplies to be provided: Purchase of two (2) 2024 Ford Transit T-150 Low Roof 130" Wheelbase Cargo Vans

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The above-mentioned Bradford County piggyback contract allows the City to procure the two cargo vans it needs quickly and ensure pricing is competitive with the market.

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 piggyback contract, BCSO Vehicle Purchasing 22-27-1.0 contract, allows the City to purchase the necessary vehicles with more favorable pricing than it would otherwise receive. Prices quoted will include a discount off MSRP and/or the percentage markup over vendor cost.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Less City staff time, funds and resources are needed as opposed to issuing a solicitation the piggyback contract allows the City to quickly purchase the necessary equipment without having to issue a formal solicitation, saving staff time and resources. Public Works has reviewed other contracts from the Florida Sheriff's Association and Brevard County and this contract gives us the best option for the purchase of these two vans.

Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes	General Fund FY'23
<p>*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.</p>		

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>BCSO 22-27-1.0 Contract allows for use by government entities in the State of Florida.</u>
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		September 11, 2027
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		Duval Ford Government Salesperson, Bambi Darr, approves the use of this contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		The piggyback contract is for vehicles and vans; hence it has better unit prices than what we would obtain outside of the contract.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Warranty is attached.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	No		

DocuSigned by:
Requestor's Signature: Annalie Holmes
 Date: 8/14/2023

DocuSigned by:
Director's Signature: Joseph S Krall
 Date: 8/14/2023

DocuSigned by:
CPO Signature: Steve Stewart
 Date: 8/14/2023

DS


8/14/2023

