



## Piggyback Checklist

**Contract Number/Name:** Information Technology Solutions and Services with SHI Corporation

**Services/Supplies to be provided:** Provide Que Tel Property and Evidence Management software and hardware

**Using Department(s):** Police Department (Property Unit / Quartermaster)

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		<a href="#">SHI Contract 18011-02</a> allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		"Omnia Partners" via City of Meza
Piggyback Contract is Valid? Contract Expiration Date: 02/28/2023 (includes renewal terms, see comments)	Yes		Initial Term: 03/01/18 – 02/28/23 1st renewal: 02/28/24 – 02/28/24 2nd renewal: 02/28/25 – 02/28/25
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		Vendor approves of using the contract.
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		
Piggyback Contract has Warranty Conditions?	Yes		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Verified By:** **Larry Bornstein (Property and Facilities Manager)**



**Date:** 03/16/21