



Piggyback Checklist

Using Department(s): City-wide department use.

Piggyback Contract Number/Name: Sourcewell contract 081419-CDW.

Services/Supplies to be provided: Various computer hardware and software.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The direct price savings offered by this contract is beneficial to the City. It also generates administrative cost savings and expedites the purchasing process.

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		Prices/terms offered are significantly lower due to the combined buying power of its market which comprises multiple agencies.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Leveraging the work that's been done by the lead agency saves time and money. It bypasses protracted steps of negotiations & approvals, workload & processing times.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding for this purchase will be sourced from IT's FY-23 approved budget. No grant funds are involved.

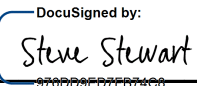
***If you answered no to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management staff.**

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		The contract allows utilization by other government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Sourcewell RFP #081419
Piggyback Contract is Valid? Contract Expiration Date: October 30, 2024	Yes		12/01/19-10/30/24

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		Includes system warranties relating to equipment, installations, and repair/replacement of components.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	Includes other remedies for damages/non-compliance.

Requestor's Signature:  _____
Date: 5/24/2023

Director's Signature:  _____
Date: 5/24/2023

CPO Signature:  _____
Date: 5/25/2023