



## Piggyback Checklist

**Contract Number/Name:** Sourcewell Contract – Napa Auto Parts #032521-GPC

**Services/Supplies to be provided:** Automotive and Truck Parts & Supplies

**Using Department(s):** Public Works/Fleet Maintenance Division

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		Sourcewell #032521-GPC allows use by all government entities through the Napa Auto Parts stores.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		<a href="https://www.sourcewell-mn.gov/cooperative-purchasing/032521-gpc">https://www.sourcewell-mn.gov/cooperative-purchasing/032521-gpc</a>
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Expires: 05/19/25
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		<a href="https://www.sourcewell-mn.gov/cooperative-purchasing/032521-gpc">https://www.sourcewell-mn.gov/cooperative-purchasing/032521-gpc</a>
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?		No	This contract is for the purchasing of auto parts. Some parts have limited warranty through the Manufacturer.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	