



## Piggyback Checklist

**Using Department(s):** Department of Public Works

**Piggyback Contract Number/Name:** State of Florida Department of Management Services # 25101900-21-STC Agriculture and Lawn Equipment Services, Group 13, Sub-Group A/Agricultural and Lawn Contract

**Services/Supplies to be provided:** 2023 New Holland T6.155 EC 4cyl. STG5 Agricultural Tractor

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** Due to supply chain shortage and costs savings the City will take advantage through cooperative purchasing of agriculture and lawn equipment services for our Beach Maintenance services procured from the State of Florida Contract #25101900-21-STC.

### 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 State of Florida #25101900-21-STC competitively solicited for these prices in today's market (inflation costs, GDP, etc.) would be much higher than if the City solicited these services. At Procurement's insistence, I called Everglades Equipment Group and spoke first to James Frazier, Sales Coordinator and we talked about what type of tractor we were looking for. He then put me in touch with Rick Puig, who explained they did not have New Holland Tractors available. My second call was to Florida Coast Equipment, where I spoke to Britney Daschke, Sales Manager, she also explained to me they did not have New Holland and that if I had the a government contract that we were trying to piggyback, in all likelihood,

		they would not be able to give us a better price.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes	Cooperative purchase would save staff time and effort on these services and focus on other components of PW operations. Yes, I called two other vendors in which neither had the tractor we were looking for and took a full day to get back to me, so and which I was told they didn't have the tractor we wanted to purchase.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes	FY'23 General funds
<b>*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.</b>		

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		State of Florida Contract # 25101900-21-STC allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		State of Florida Solicitation #25101900-21-STC
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 1/01/2021 – 12/31/23
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, Chad Bucher Government Account Manager approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Vendor (CNH Industrial America LLC) was selected among 5 respondents to the solicitation.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Under Section 3.4 of the state contract document (page 23) under warranty conditions for goods and services.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Requestor's Signature:**                     

**Date:** 3.14.23

**Director's Signature:**                     

**Date:** 3.14.23

DocuSigned by:  
Chris Thomas  
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**CPO Signature:**                     

**Date:** 3/22/2023