

**CITY OF NEW PORT RICHEY  
FINANCE DEPARTMENT  
PIGGYBACKING  
CHECKLIST**

Instructions: This form is to be completed for any purchase of goods or contract for services where the City will utilize a contract competitively bid by another governmental agency (i.e. "Piggyback"). Where the purchase requires approval by the City Council because it exceeds applicable thresholds or is an unbudgeted expense, a copy of this completed form should be attached to the agenda memo.

Department/Division: \_\_\_\_\_ Date: \_\_\_\_\_

Item/Service	
Vendor/Service Provider	

State Contract # \_\_\_\_\_  Other Governmental Agency

1.	Specify why a procurement by RFP or formal quotes are not practical (FS 287.057):	
----	---	--

		Yes	No
2.	Was Item/Service bid out in compliance with the City's purchasing policy?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the original contract been competitively procured within the last 12 months and is not expired?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is documentation of the bid process attached to this form? (solicitation, tabulation, award, contract)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the original contract contain a clause that allows for piggybacking?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the item/service that the City needs identical to the item/service in the original contract? (specifications of item/service in the original contract match what the City needs)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Has the Vendor/Service Provider confirmed that the City may piggyback on the original contract? Provide documentation to support confirmation.	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is a copy of the original contract/agreement attached to this form?	<input type="checkbox"/>	<input type="checkbox"/>

Attach this form with documentation required by #4, #7 and #8.