

**CITY OF LAKE WALES
PURCHASING DIVISION
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 Commission because it exceeds applicable thresholds or is an unbudgeted expense, a copy of this completed form will be attached to the agenda memo.

Department/Division: _____ Date: _____

Item/Service	
Vendor/Service Provider	

State Contract # _____ Other Governmental Agency

		Yes	No
1.	Were informal quotes obtained by the City's purchasing agent for comparison purposes?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is documentation of informal quotes attached?	<input type="checkbox"/>	<input type="checkbox"/>

If box beside "Other Governmental Agency" is checked above, complete the remainder of this form.

3.	Governmental Agency	
----	---------------------	--

		Yes	No
4.	Was Item/Service bid out in compliance with the City's purchasing ordinance?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the proposed vendor the low bidder selected by the agency named above?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is documentation of the bid process attached to this form? (solicitation, tabulation, award, contract)	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the original contract contain an assignability clause?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is the price that the City will receive by piggybacking equal to the price obtained by the agency named above?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Has the Vendor/Service Provider executed an agreement with the City confirming that the City may piggyback on the contract with the agency named above?	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is a copy of the agreement attached to this form?	<input type="checkbox"/>	<input type="checkbox"/>

Attach this form with documentation required by #2, #6 and #10 to Request for Purchase Order.