



Board of County Commissioners  
Office of Purchasing

**Title:  
Piggybacking off Other Entities Contracts**

Effective Date: 2/19/2015 Supersedes Date: 11/21/02

Procedure No: PP-120

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**I. Definition**

"Piggyback" is a procedure of procuring goods or services without formal bid procedures via utilizing other public entity's award of an Invitation to Bid or Request for Proposal as provided for in Section 46-44 (6) of the Escambia County Code of Ordinance. This provision exempts the award of bids by this procedure from the County mandatory bid process and would apply to piggybacks off the State of Florida, Department of Management Services, Division of Purchasing State Contracts and GSA contracts, and awarded bids by local, state, or national government agencies, government cooperative purchasing organizations or purchasing associations. Effective January 1, 2015 a policy of awarding a contract or purchase order meeting the mandatory bid requirement utilizing the "piggyback" procurement process **will not be used without a formal solicitation completed by the Office of Purchasing unless the requirement is waived by the County Administrator.** This policy does not amend the provisions of the local preference policy regarding the posting of pending vehicle and equipment purchases-PP-060.

**II. General**

Expenditures of \$50,000 or more that have been determined to be available to Escambia County through the utilization of GSA or other contracts previously Solicited and awarded by state or national agencies, Governmental or Purchasing Cooperatives through the "Piggyback" procurement procedure will require a formal Solicitation by the Office of Purchasing. The bids or Cost proposals received as a result Of the County's solicitation process will be compared and evaluated against the bids or cost proposals received for the Contract available for use as a "piggyback". A tab sheet will be posted to include all bid amounts.

All solicitations for which a "piggyback" is under consideration shall contain the following statements regarding the potential outcome

**"In accordance with Escambia County Code of Ordinances Chapter 46-94, County reserves the right to exercise the option to procure goods and Services specified in [PDxx-xx.xxx] by utilizing the previously solicited Current, GSA, State of Florida or other agency contracts"**

**The goods or services specified in the (Invitation to Bid/Request for Proposal) PDxx-xx.xxx are available to be procured by Escambia County through the utilization of contract described.**

**Example: DMS contract #xxxxxx – <http://www.dms.myflorida.com/business>**



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The piggybacked bid should not have been awarded more than twelve (12) months prior to piggyback, or currently be during the term of the contract.

The County should be cautious when piggybacking another entity's bid. The award will be in accordance with all the terms and conditions, prices, time frames, and other criteria as included in the Invitation to Bid. Changes to terms and conditions, etc., are not allowable. Additional options may be included unless the total dollar value of the options is in excess of the County's bid limit. It is recommended that the user department/division contact the user department/division of the other entity to determine that the item is exactly what is needed by the County. Additionally, to determine if they would recommend piggybacking of the award (did the vendor perform appropriately?).

III. Procedure

Purchasing Agents should have all piggybacks pre-approved by the Purchasing Manager prior to performing the following due diligence, to assure that piggybacking for the purchase in question will be appropriate.

The following documentation shall be included in the due diligence for piggyback:

1. A full copy of the Invitation to Bid. The vendor's price sheet, vendor's signature, allowance for piggybacking by other entity, and notification of award. Date of purchase order or contract, and expiration date.
2. Quotation from vendor, offering to honor the same prices under the same terms and conditions as indicated in the Invitation to Bid.
3. Bid Tab prepared with bid amounts.

IV. Award

Award shall be in accordance with Procedure No. PP-020, Delegation of Signature Authority as delegated for purchases exceeding \$50,000. The Office of Purchasing and the Client Department will coordinate placement on the Board Agenda.

Piggyback awards shall be made in accordance with Ordinance 2001-60, Section 46-64 Detailed below:



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***Sec. 46-64. Award Approval and Threshold Authority detailed below.***

- (a) The Board of County Commissioners also hereby approves every contract entered into and every purchase or award in an amount not to exceed the mandatory bid amount of \$50,000.00 and all other purchases exempted from this article under Section 46-44. Pursuant to this approval, the Board of County Commissioners hereby delegates to the County Administrator or designee, threshold approval authority to execute contracts for such purchases or awards of up to \$50,000.00.*
- (b) For any purchase or award made in accordance with this article exceeding the mandatory bid amount of \$50,000.00, the contract for such purchase or award shall be specifically approved by the Board of County Commissioners and shall be executed by the County Administrator or designee.*
- (c) Notwithstanding the above threshold approval authority, change orders to any purchase or award shall be executed pursuant to the threshold levels set out in section 46-86*
- (d) Purchases or awards, exempted from the competitive purchasing provisions of this article under Section 46-44, also shall be governed by the threshold approval authority of this section.*
- (e) The Clerk to the Circuit Court as ex officio clerk and accountant of the Board of County Commissioners and as auditor, recorder, and custodian of all County funds, is authorized to accept, audit and process all such agreements, purchases, or awards made on behalf of the County pursuant to this article as the act and deed of the County.*

V. Limitations

Only purchases can be piggybacked, sale or trade-ins must be sold separately. Should the piggybacked bid have a line item(s) for trade-in of used equipment, this line item(s) cannot be piggybacked.

VI. Example

County issued an Invitation to Bid for a Grader. Line item number 2 provided for a trade-in of a 10 year old grader. Award was made by Escambia County to Tractor & Equipment, Inc., for both line items. Item number 1 (purchase of grader) is piggybackable, but item number 2 (trade-in of used grader) is not piggybackable.