

THE VILLAGE OF TEQUESTA

PIGGYBACKING CHECKLIST

Instructions: This form is to be completed for any purchase of goods, or contract for services where the Village will utilize a contract competitively bid by another governmental agency (i.e. "Piggyback").

Department: IT

Date: 10/26/2015

Item/Service	NetApp - Support and Maintenance Renewal
Vendor/Service Provider	CDWG

☒

State Contract # 43211500-WSCA-1

☐

Other Governmental Agency

**Chapter 287, F.S.*

If piggybacking a State Contract please stop here.

1	Governmental Agency	
---	---------------------	--

YES

NO

2	Is the contract current? Effective date: _____ Expiration Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
---	---	--------------------------	--------------------------

3	Was item/service bid out in compliance with the Village's Purchasing Policies & Procedures?	<input type="checkbox"/>	<input type="checkbox"/>
---	---	--------------------------	--------------------------

4	Is the price that the Village will receive by piggybacking equal to the price obtained by the agency named above?	<input type="checkbox"/>	<input type="checkbox"/>
---	---	--------------------------	--------------------------

5	Does the contract contain an assignability clause?	<input type="checkbox"/>	<input type="checkbox"/>
---	--	--------------------------	--------------------------

6	Has the governmental agency given the Village permission to piggyback on the the contract?	<input type="checkbox"/>	<input type="checkbox"/>
---	--	--------------------------	--------------------------

7	Has the vendor given the Village permission to piggyback on the contract?	<input type="checkbox"/>	<input type="checkbox"/>
---	---	--------------------------	--------------------------

Department Head Signature _____

Date _____