



City of Apopka

CITY COUNCIL STAFF REPORT

Type of Form: Consent

Meeting Date: May 3, 2023

Department: Finance

SUBJECT:

Piggyback Contracts

REQUEST:

Authorize the execution of piggyback contract for the assigned terms

SUMMARY:

The departments purchase various commodities in its daily operations including equipment, tooling, and services throughout the year. A piggyback contract can be executed via another entity's agreement when the items or services have already been bid by other governmental agencies or special co-operative agreements, provided such contracts are the result of a competitive bidding process and all terms and conditions are the same. This method provides for the most efficient method of purchase or best cost savings for the quantities that are being utilized. These contracts are also encouraged when applicable for operational proficiencies and to minimize staff processing time. Contractual information is kept on record with each purchase order issued.

Per Purchasing Policy 107.3.17 - Piggyback Contracts:

Piggyback contracts will only be authorized during the period of time that the original contract is active and has not expired (if the original contract expires or terminates, so shall the piggyback contract). The Department Director or designee must review and confirm potential piggyback contracts for applicability and scope. The request for utilizing a piggyback contract must be submitted to the Finance Department for purchasing review. Upon approval the Purchasing Administrator or designee shall submit their review to the City Attorney for final approval. Contracts that are over \$50,000 will also require City Council approval. Multi-Year Piggybacks: if determined to be over \$50,000 and once authorized by City Council; if the dollar amount allotted in the fiscal year budget is available for the services or commodities, it will not require additional City Council approval.

Below is a full listing of the piggyback contracts that are being requested by; department submittal, vendor, description, source, and expiration dates.

1. Department: Public Services Department
Piggyback Vendors:
Petroleum Traders Corporation
Pro Energy Fleet Fueling LLC

Contract Description: Bulk Fuel, Gasoline, and Diesel

Piggyback Source: State of Florida, Department of Management Services

Bid or Contract Number: 15100000-19-1

Expiration Date: June 30, 2025

Renewals: No

Vendors were selected based on lowest calculated markup for each fuel and delivery type.

FUNDING SOURCE:

As authorized, adopted, and per the appropriated fiscal year budgetary funding within each departmental budget.

RECOMMENDED MOTION:

Authorize the execution of piggyback contracts per the assigned terms.

ATTACHMENTS:

- Not Applicable