

**CITY OF VALLEJO
INTERAGENCY COMMITTEE
MONDAY, JULY 27, 2015
6:00 P.M.**

AGENDA

CITY MANAGER'S CONFERENCE ROOM

**555 Santa Clara Street, Third Floor
Vallejo, CA**

Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990) and the federal rules and regulations adopted in implementation thereof. Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the City Council will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the City Council. Such documents may also be available on the City of Vallejo website at <http://www.ci.vallejo.ca.us> subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.

1. CALL TO ORDER
2. COMMUNITY FORUM
Anyone wishing to address the Committee on any matter not listed on the agenda but within the jurisdiction of the Committee to resolve, may speak after stating his/her name and address for the record.
3. OLD BUSINESS
 - A. Revenue Measure updates
 - i. Vallejo City Unified School District
 - ii. Others?
 - B. Status report regarding collaboration initiatives
 - i. Homelessness
4. NEW BUSINESS
 - A. Purchasing Pools – Written staff report attached. City of Vallejo staff will make brief presentation at meeting.
5. ANNOUNCEMENTS AND COMMENTS FROM COMMITTEE MEMBERS
6. ITEMS FOR FUTURE AGENDAS
7. ADJOURNMENT

NEXT MEETING: September 28, 2015


I, Dawn Abrahamson, City Clerk do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the InterAgency Committee, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., July 24, 2015.

Dated: July 24, 2015


Dawn G. Abrahamson, City Clerk



MEMORANDUM
FINANCE DEPARTMENT

DATE: July 27, 2015
TO: Interagency Committee
CC:
FROM: Ron Millard, Interim Finance Director 
SUBJECT: Piggybacking on Purchasing Contracts

What is Piggybacking

Piggybacking is when a public agency uses an existing public contract as a template to form their own contract directly with the vendor to purchase on the same or similar terms. An agency does not become a signatory to, or participate in, the original contract but instead negotiates a new contract with the vendor based on the initial public entity's contract.

Benefits of Piggybacking

You may be able to save time and resources by leveraging other agencies successful competitive bidding process. Significant cost savings can be realized when piggybacking, as the consolidated buying power of multiple agencies may result in a lower overall cost than if the City attempted to procure the goods or services on its own.

How to Piggyback

Each agency must evaluate the specific contract documents to determine if the competitive process and contract awarded allows piggybacking and meets your agency's rules and regulations for contracting. Steps include:

1. Identify contracts of interest to determine if the specifications are consistent with your need.
2. Request the contract, award document and any other documents necessary for your evaluation.
3. Ensure the contract term is open for the time your agency requires. Many agencies contracts are issued for three years with the option of two one-year renewals.

4. If you decide to piggyback, follow your agency's procedures to initiate negotiations with the vendor to form a separate contract that is based on other agencies contract specifications.

Piggybacking Opportunities

California State contracts - www.dgs.ca.gov/buyinggreen

U.S. Communities Government Purchasing Alliance - <http://www.uscommunities.org/>

Western States Contracting Alliance – www.aboutwsca.org

Vallejo Code Authorizes Piggybacking

The Vallejo Municipal Code permits staff to participate in cooperative purchasing with other federal, state and local agencies (i.e., "piggybacking"). The City is allowed to piggyback off other agencies competitively bid contracts with vendors, as allowed in Section 3.20.080 (D) of the Vallejo Municipal Code.

The City's purchasing guidelines allow competitive prices to be determined when another public agency has administered a competitive bidding process for similar products or services. The Federal General Services Administration (GSA) contracts are often used other agencies. By "piggybacking" on the GSA contract, the City simplifies the procurement process and receives a discounted price. The GSA contract is available for use by any city, county, district, or other governmental body empowered to expend public funds.

The GSA contract does not include labor and site improvement costs since there is no way to quantify those requirements for a "typical" installation. Every site is unique. However, the public contracting laws do allow labor and installation costs to be included in a "piggyback" bid without obtaining multiple quotes when the labor and installation costs are incidental to the overall contract.

Pursuant to Vallejo Municipal Code Section 3.20.080, Exception to Competitive Bidding, competitive bid procedures have already been utilized, such as in purchasing from Federal, State, County, City or special district government agencies, and these materials and services are supplied to the City at the same or better price, as was obtained through competitive bid procedures of Federal, State, County, City or special district government agencies. Staff recommends piggy-backing on the bid of another public agency as opposed to issuing a new Request for Proposal (RFP).

Piggybacking Considerations

The following should be considered when determining whether to piggyback on another agency's contract:

- Compare the cooperative purchasing contract with the City's procurement. Is the City just buying fewer units or is the City buying only a few of many types of goods and services available under the cooperative purchasing contract?
- Compare the prices available under the cooperative purchasing contract with prices available elsewhere.
- Closely review the insurance provisions of the contract to determine if the City will be adequately protected for the proposed scope of work. Risk Management can perform or assist with this review.
- Contracts for services where the risk profile of the City is significantly different than that of the other agency should not be considered for piggybacking. Examples include contracts for excavation, environmental, water and pipeline services.

Piggybacking Contract Considerations

In order to piggyback on an inter-agency contract, 1) a finding must be made that it would be more costly to go out to bid than to piggyback on another contract, and 2) a resolution must be passed by the City Council authorizing the City Manager to execute a purchase through the said contract.

The following detailed steps should be followed in order to piggyback on an inter-agency contract:

- Document through quotes, price lists, etc., that it would be more expensive to go out to bid than to purchase through a piggy-back contract;
- Request the City Attorney's Office to prepare the authorizing resolution and contract. The request must be accompanied by a complete copy of the contract that you wish to piggyback on and documentation showing that it would be more expensive to go out to bid. If there is a contractor's standard form contract for participating in the underlying contract, that form must be reviewed by the City Attorney. If not, the City Attorney will draft an appropriate agreement;
- Place the resolution and agreement between the City and the contractor along with the underlying contract on which it piggybacks on the agenda for committee and board approval; and
- Have the agreement between City and the contractor approved as to form and executed as usual.

Examples of Vallejo Piggybacking Purchasing

1. Pool Vehicles.
2. Commercial Services office workstations.
3. Commercial carpet.
4. Construction projects.
5. Floor covering.