

Piggybacking Request Form

This form must be completed for all potential Piggyback contract purchase requests and submitted to Finance Office – Procurement Management for approval **prior** to obtaining City Council approval, or entering a requisition for a Purchase Order. A copy of the form is provided on the [Procurement Management CNet site](#).

Department Name: _____

Contact Name: _____ Contact Phone: _____

Contact Email Address: _____

Dept. / Division Phone: _____ Date of Submission: _____

I am aware that [NC GS §143-129](#) and the [Citywide Procurement Policy](#) allows the City to purchase without a separate bidding procedure from any supplier that has, within the past twelve (12) months, contracted to furnish the item at issue to (1) the federal government or any federal agency, (2) the state of North Carolina or any agency or political subdivision of the state, or (3) any other state or agency or political subdivision of that state.

1. This exception applies to the purchase of apparatus, supplies, materials, or equipment within the formal bidding requirements (\$100,000 or greater);
2. It cannot be used for construction or repair contracts, or contracts in the informal range (less than \$100,000.00); and
3. The piggybacking option may be used only when City Council determines that it is in the best interest of the City.

Vendor Name: _____ Vendor Phone: _____

Vendor Address: _____

Contract awarded by (Public Entity Name): _____

Date publicly advertised by Public Entity: _____

Newspaper or Website where advertisement was posted: _____

Date awarded by Public Entity Governing Board: _____

Will City of Charlotte purchase exact same products/items without any modifications? Yes No

If no, what modifications (change in specifications or scope of work) are required?

Additional information can be attached.

Is pricing the same or more favorable than the awarded contract? Same More Favorable

All completed forms, accompanied by the following documents, must be submitted via email to SSPiggyback@charlottenc.gov

1. A certified copy of the contract, verifying the existence of the contract and that the contract is not more than twelve (12) months old;
2. Proof that the prior bid was the result of a public, formal bid process. The key aspects should be:
 - Public advertisement;
 - Sealed, competitive bid; and
 - Governing board approval.

Procurement Management review process:

1. Procurement Management will review the submitted form and documentation and notify the requesting Department within two (2) business days if additional information is needed.
2. Approval or rejection of the Piggybacking Purchase will be provided to the Department within one (1) week after receiving a properly completed form and all required documentation.
3. If approved by Procurement Management, the Department must obtain City Council approval prior to entering a requisition or making purchase.
4. Once approved by Council, the Department must prepare and execute a written contract.
5. If the Piggybacking purchase is rejected, the Department must solicit formal bids

To Be Completed by Procurement Management

Date Received: _____ Approved Denied

Approval or Denial Reason:

Signature Field (*PDF signature is sufficient*): _____

Submissions must be sent electronically to SSPiggyback@charlottenc.gov