

# Memorandum

**To:** Antonio Banuelos *AB FOR D. CUELLAR*  
**CC:** Delmy Cuellar  
**From:** Patrick McKenzie  
**Date:** 10/25/2022  
**Re:** Piggyback Justification

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I've reviewed this piggyback contract with Alameda County Workforce Development Board and agree it is in the City's best interest for the following reasons:

1. A copy of the solicitation has been obtained from the originating agency and reviewed for compliance with the City's purchasing ordinance;
2. A written documentation has been made of a thorough investigation of the current market and determination that the originating agency's solicitation is the most advantageous;
3. The specifications of the item or service required by the City are not materially different from those originally specified in the originating agency's solicitation;
4. The price of the purchase is lower than that estimated for the purchase if made directly by the City pursuant to this chapter; \*
5. The price of the purchase is within 15 percent or \$2,500.00 of the originating agency's solicitation; \*
6. The contract resulting from the original solicitation is current or the solicitation is within 36 months from the date of the City's order, or written justification is provided justifying use of an older solicitation; and

\* Price is based on a competitive solicitation performed by ACWDB

Thanks!

