

2.52.330 - Piggyback procurement.

- (a) Scope. The Purchasing Manager may arrange for the City to enter purchase contracts with a supplier or contractor for the purchase of supplies and services, including but not limited to, materials, equipment, vehicles, and apparatus, the pricing and terms of which have been previously established by another public agency (city, state, federal, school district, or other public entity, League of California Cities, California Communities Program, or other nonprofit association or group consisting of governmental entities), provided that:
 - (1) The Purchasing Manager determines that a "piggyback" purchase is in the City's best interest because an unusual or unique situation exists that makes the application of the City's requirements of competitive sealed bidding and competitive sealed proposals contrary to the public interest;
 - (2) The purchase request has been reviewed by the Purchasing Manager and it has been determined that there are no local suppliers or contractors who could provide the product or service at competitive rates;
 - (3) A copy of the solicitation has been obtained from the originating agency and reviewed for compliance with the City's purchasing ordinance;
 - (4) 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;
 - (5) 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;
 - (6) The price of the purchase is lower than that estimated for the purchase if made directly by the City pursuant to this chapter;
 - (7) The price of the purchase is within fifteen percent (15%) or \$2,500 of the originating agency's solicitation;
 - (8) The contract resulting from the original solicitation is current or the solicitation is within thirty-six (36) months from the date of the City's order, or written justification is provided justifying use of an older solicitation; and
 - (9) The City enters a separate contract with the vendor selected by the originating agency, and incorporates by reference, the original solicitation, terms, conditions, and prices.
- (b) Contract Approval. The City Council shall approve contracts in excess of \$10,000, and the City Manager shall approve contracts of \$10,000 or less.