



## **PIGGYBACKING FOR GREEN PURCHASING: Tips and Resources for Local Public Agencies in Alameda County To Leverage Purchasing of Environmentally Preferable Products**

### **What is Piggybacking**

*“Piggybacking” or Leveraged Purchasing* is when a public agency uses an existing competitively-bid contract as a template to form their own contract with a vendor to purchase on the same or similar terms. Your agency does not become a signatory to, or participate in, the original contract but instead negotiates a new contract with the vendor.

### **Benefits of Piggybacking**

You may be able to save time, money and resources by leveraging the successful competitive bidding processes conducted by another government entity or by a mutual benefit organization, such as US Communities (see next page). It can also simplify adoption of green buying practices when you piggyback on a green contract.

### **How to Piggyback on Alameda County Contracts**

Each agency must evaluate the specific contract documents to determine if the competitive process and awarded contract allow for piggybacking and meet your agency’s rules and regulations for contracting. Below are some tips to get you started on piggybacking.

1. **Identify contracts of interest** to determine if the specifications are consistent with your needs. Alameda County contract award summaries are posted at:  
[www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/closedbids.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/closedbids.jsp)  
Select bid excerpts of ‘green bids’ are posted at:  
[www.acgov.org/sustain/what/purchasing/bids/excerpts.htm](http://www.acgov.org/sustain/what/purchasing/bids/excerpts.htm)
2. Contact the Alameda County Procurement Department/Contracts Team at (510) 208-9600 to **request the contract and award documents**, and ask any pertinent questions for your evaluation. For example: Were there any protests during the bidding process? Were there any litigations related to this contract? Is there a performance evaluation available for the awarded vendor?
3. **Check if there are any conditions that conflict with your agency’s contracting requirements.** Note that Alameda County generally has specific contracting requirements including preferences for certified Small, Local and Emerging Businesses, and a requirement for awarded contractors to participate in the First Source Program. Find more information at [www.acgov.org/auditor/sleb/](http://www.acgov.org/auditor/sleb/).
4. If you decide to piggyback, **follow your agency’s procedures** to obtain a quote from, and initiate negotiations with, the vendor to form a separate contract that is based on Alameda County’s competitively bid contract. Contact your legal counsel if you have questions.

Disclaimer: The information contained in this document shall not be construed as legal advice or an official endorsement of the entities listed. There is no guarantee of costs savings or that you will be able to piggyback on any contract. Please contact your counsel regarding piggybacking and/or any legal issues.

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## More Piggybacking Options

Below are three additional piggybacking opportunities commonly used by public agencies. Remember to always verify contracts were competitively bid and confirm they meet your agency's rules and regulations for contracting by reviewing the specific contract documents. Contact your legal counsel if you have questions about piggybacking.

### California Statewide Commodity Contracts [www.dgs.ca.gov/pd/Programs/Leveraged/contracts.aspx](http://www.dgs.ca.gov/pd/Programs/Leveraged/contracts.aspx)

The Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments.

#### *How to Find*

[State Contracts Index Listing](http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf) <[www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf](http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf)>

All available Statewide Commodity Contracts, Food Contracts, Master Agreements, State Price Schedules, and Western States Contracting Alliance (WSCA – now NASPRO ValuePoint) contracts are listed in this index.

Listings note whether or not the contract is open to local agencies and if the contract is Green EPP Compliant (see DGS Buying Green at [www.dgs.ca.gov/buyinggreen/Home.aspx](http://www.dgs.ca.gov/buyinggreen/Home.aspx)) or contain State Agency Buy Recycled Campaign (SABRC) Compliant Line Items (see SABRC at [www.calrecycle.ca.gov/BuyRecycled/StateAgency/](http://www.calrecycle.ca.gov/BuyRecycled/StateAgency/)).

#### *How to Use*

1. Download the list of current contracts from the [State Contracts Index Listing](http://www.documents.dgs.ca.gov/pd/contracts/ContractIndexListing.pdf).
2. Review the contract user instructions to determine whether the contract is available for use by local government agencies and if the products or services meet your needs.
3. Follow your agency's procedures to evaluate if the contract complies with your contracting rules and regulations.
4. Follow the appropriate ordering procedures, as outlined in the contract documents.

### Mutual Benefit Organizations

- [NASPO ValuePoint Cooperative Purchasing Organization](http://www.naspo.org/valuepoint) (formerly WSCA-NASPO). Founded in 1993, NASPO ValuePoint is the cooperative purchasing arm of NASPO (National Association of State Procurement Officials). The State of California participates in select agreements and these contracts are available to all State of California governmental entities (state agencies, cities, counties, school districts, universities, etc.) that spend public funds for the purchase of both goods and services.
  - [www.naspo.org/valuepoint.org/#/home/contracts](http://www.naspo.org/valuepoint.org/#/home/contracts)
- [U.S. Communities Government Purchasing Alliance](http://www.uscommunities.org/). Founded in 1996, U.S. Communities is a partnership between the Association of School Business Officials, the National Association of Counties, the National League of Cities and the United States Conference of Mayors. U.S. Communities government procurement resources and solutions are available to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing.
  - [www.uscommunities.org/](http://www.uscommunities.org/)

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