

MEMORANDUM

Department of Budget and Finance

To: Mayor and Town Council
From: Herb Hyman, CPPB, Procurement Manager
Through: Tom Willi, Town Administrator
Date: December 13, 2002
Subject: Piggyback Bids

The following revised draft is submitted in response to the Town Council's request for a checklist to be attached to all agenda items concerning the piggybacking of a bid.

This revision includes comments received from Councilmembers. This checklist will be implemented upon your approval.

PIGGYBACK BID CHECKLIST

			Completed by
1. Piggyback of bid awarded by	_____		_____
2. Date of award	_____		_____
3. Date of expiration	_____		_____
4. Date of last renewal	_____		_____
5. Copy of bid award attached	YES	NO	_____
6. Requested item same as awarded item	YES	NO	_____
7. Approved Procurement Authorization attached	YES	NO	_____
8. Justification	_____		_____

9. Benefit to the Town	_____		_____

10. Contact information sheet attached	YES	NO	_____

CONTACT INFORMATION SHEET

AGENCY CONTACTED

NAME

PHONE NUMBER

DATE

COMMENTS

AGENCY CONTACTED

NAME

PHONE NUMBER

DATE

COMMENTS

AGENCY CONTACTED

NAME

PHONE NUMBER

DATE

COMMENTS
