

# Tips for Piggybacking on Alameda County Contracts

Provided as a Resource for Public Agencies

## What is Piggybacking

Piggybacking is when a public agency uses an existing public contract as a template to form their own contract directly with the 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 based on the initial public entity's contract.

## Benefits of Piggybacking

You may be able to save time and resources by leveraging Alameda County's successful competitive bidding process. And our volume pricing and county policies for environmentally preferable purchasing and local procurement mean you may get best value while supporting a local green economy.

## How to Piggyback

Each agency must evaluate the specific contract documents to determine if the competitive process and contract awarded allows piggybacking and meets your agency's rules and regulations for contracting.

1. Identify **contracts of interest** to determine if the specifications are consistent with your need. Alameda County contracts are posted at:
  - [www.acgov.org/](http://www.acgov.org/) - Under *Doing Business With Us*
  - [www.acsustain.org/](http://www.acsustain.org/) - Bid excerpts of select environmentally preferable contracts only.
2. **Request the contract, award document** and any other documents necessary for your evaluation. Contact the Alameda County Purchasing Department at (510) 208-9623.
3. Ensure the **contract term is open** for the time your agency requires. Most County contracts are issued for three years with the option of two one-year renewals.
4. Note that the **County generally has specific contracting requirements** including :
  - Bid preference of up to 10% for certified [Small, Local and Emerging Businesses](#) and a requirement for non-certified prime contractors to sub-contract with certified businesses for a minimum of 20% of the value of the contract.
  - Requirement for awarded contractors to participate in the [First Source Program](#).
  - Allowance for multiple awards.
5. If you decide to piggyback, **follow your agency's procedures** to initiate negotiations with the vendor to form a separate contract that is based on Alameda County's contract specifications.

**Questions?** Contact the GSA Purchasing Department at (510) 208-9623

## Other Piggybacking Opportunities

California State contracts - [www.dgs.ca.gov/buyinggreen](http://www.dgs.ca.gov/buyinggreen)

U.S. Communities Government Purchasing Alliance - <http://www.uscommunities.org/>

Western States Contracting Alliance - [www.aboutwsca.org](http://www.aboutwsca.org)

*Disclaimer: The information contained in this document shall not be construed as legal advice. Alameda County does not guarantee costs savings or that you will be able to piggyback on any contract. Please contact your counsel regarding piggybacking and/or any legal issues.*

