



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 NASPO/ValuePoint (see next page). It can also simplify adoption of green buying practices when you piggyback on a green contract so that you can take advantage of the County's implementation efforts with the vendor.

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:
<https://gsa.acgov.org/do-business-with-us/contracting-opportunities/>
See select bid excerpts of 'green bids' posted at:
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 to ask any pertinent questions for your evaluation. If you know the documents you need, make a public records request at
<https://gsa.acgov.org/about-gsa/contact-us/public-records-request/>.
3. **Check if there are any conditions that conflict with your agency's contracting requirements.** Note that Alameda County 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/.
4. If you decide to piggyback, **follow your agency's procedures** to obtain a quote 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 legal counsel regarding piggybacking and/or any legal issues.

More Piggybacking Options

Below are three more options for finding contracts for piggybacking commonly used by public agencies. Remember to always verify contracts were competitively bid and confirm the process meets 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

The Department of General Services, Procurement Division (DGS-PD) administers statewide commodity contracts for use by State departments and California local governments. There are two ways you can find green contracts available from the State.

- [Leveraged Procurement Agreements](#)

State and local agencies can search for Leveraged Purchase Agreements such as cooperative agreements, statewide commodity contracts, statewide food contracts, master agreements, software licensing program contracts, state price schedules, and California Multiple Award Schedules (CMAS).

- <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-Leveraged-Procurement-Agreements>

- [Buying Green Guide](#)

This guide provides information, tools, and tips for buyers and provides insight to suppliers on how the state views green products and businesses. It also provides links to green contracts, when available.

- <https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services>

Mutual Benefit Organizations

- [NASPO ValuePoint Cooperative Purchasing Organization](#)

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.naspovaluepoint.org/#/home/contracts

- [OMNIA Partners, Public Sector](#)

OMNIA Partners, Public Sector brings together two cooperative purchasing organizations – National IPA and U.S. Communities – under one roof. The collective buying power of these unified purchasing cooperatives delivers value and savings for public agencies nationwide. Sectors served include government, education, and non-profit agencies across the country.

- <https://www.omniapartners.com/publicsector>

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