



Piggyback/Cooperative Contract Request Form and Checklist

(Use for purchase(s) over \$5,000, when piggybacking off other contracts)

Department(s): Public Utilities	Division/Area: WWTP
Requestor: Steve Urich	Title: Public Utilities Manager, Wastewater
Phone: 954-921*3288	Email: surich@hollywoodfl.org

Requested Vendor: Tripp Electric Motors, Inc.	Vendor Number: 36719
Address: 1233 NW Avenue L Belle Glade, FL 33430	
Contact Person: Jimmy Tripp	Title: President
Phone: 561-996-3333	Email: jimmy@trippmotors.com

Total cost of the requested product/service:	Total estimated annual (fiscal year) cost of requested product/service: \$300,000.00
Account Number(s): 443.410101.53800.546310.000000.000.000, 442.400603.53600.552240.000000.000.000, 442.400602.53600.552240.000000.000.000, 442.400502.53600.552240.000000.000.000.	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	RFB2023-3545 Motor & Pump Repair
Awarding Agency:	Martin County
Services/Supplies to be provided:	Provide maintenance and repair services for industrial electric motors and pumps for 85 wastewater pump stations and 10 stormwater pump stations, water plant and wastewater plant.
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to	Awarding Agency utilized a greater level of solicited services than would City of Hollywood leading to submission of bids

issuing a solicitation or obtaining quotes):	with more favorable pricing than would be expected if the City of Hollywood were to separately bid these same services. Additionally, there is significant savings of both time and expense that is avoided by piggybacking this competitively bid contract.
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Procurement Code, Section 38.41(C)(5) AND 38.47:

§ 38.41(C)(5) Piggyback purchases. The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof ("piggyback"), provided that the goods, supplies, materials, equipment, or services are the subject of a price schedule negotiated by the entities listed above and is based strictly on competitive bids, quotations, or competitive proposals and not on any preference. Utilization of other governmental entities' contracts shall be permitted only during the term of the other governmental entity's contract.

§ 38.47 Cooperative Purchasing. The CPO shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interest of the City is served.

No.	Piggyback Justification Criteria	YES	NO	COMMENT
1	Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes? Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing? Please explain.	YES		Pricing for this contract has been provided by Tripp Electric Motors, Inc. as the lowest bid response to the Martin County Bid RFB2023-3545. Martin County is a larger organization than the City of Hollywood, therefore more favorable pricing can be obtained by them and the bid was placed in 2023 which is a better competitive price than possible in today's inflationary market.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	YES		Martin County Purchasing Department has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for these services. The City of Hollywood would be best served accepting the lower pricing in this contract than is possible in today's inflationary market and not available to us except via a piggyback contract.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.	YES		Funding has been provided in the FY25 budget.

***If you answered "No" to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management or Procurement staff.**

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> Solicitation Packet; Vendor's Original Bid/Proposal to the Solicitation Bid/Evaluation Tabulation; Award Notice; Executed Contract and any Amendments; Any additional relevant documents 	YES		See attached documents
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	YES		November 7, 2023 through November 6, 2026, with two (2) 1-year renewal options November 7, 2026 through November 6, 2027 and; November 7, 2027 through November 6, 2028
6	Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract? Please explain.	YES		Allows all entities to use the contract and Vendor approves of the City of Hollywood using the contract.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	YES		Martin County Bid RFB2023-3545 competitive bid for Motor and Pump Repair.
8	Goods/Services/Pricing requested by the Using Department(s) match those allowed under the piggyback contract and do not extend beyond the expiration date of the piggyback contract? Please explain. Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.	YES		The same pricing that is being offered to Martin County will be received by the City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	YES		Martin County Contract RFB2023-3545 terms and conditions prevail over City's Purchasing Order terms and conditions.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	YES		Risk Approved COI
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.		NO	
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		NO	

REQUESTING DEPARTMENT RECOMMENDATION

Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract(s) and recommend its/their approval to the Office of Procurement based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.

DocuSigned by:

Steven Unick

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Requestor's Signature: _____

Date: 2/13/2025

DocuSigned by:

Vincent Morello

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Director's Signature: _____

Date: 2/14/2025

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OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:

Atis Thomas

83A2D5C0D289438

Chief Procurement Officer's Signature: _____

Date: 2/19/2025