



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s):</b> Public Works	<b>Division/Area:</b> Tech Trades
<b>Requestor:</b> Joshua Collazo	<b>Title:</b> Operations Manager
<b>Phone:</b> x3043	<b>Email:</b> jcollazo@hollywoodfl.org

<b>Requested Vendor:</b> Carrier Global Corporation	<b>Vendor Number:</b>
<b>Address:</b> 5440 NW 33rd Avenue, Suite 108, Fort Lauderdale, FL 33309	
<b>Contact Person:</b> Mario Bermudez	<b>Title:</b> Accounts Manager
<b>Phone:</b> 305-978-4232	<b>Email:</b> Mario.bermudez@carrier.com

<b>Total cost of the requested product/service:</b> \$144,840.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$144,840.00
<b>Account Number(s):</b> 334.509901.51900.563010.001267.000.000	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	Contract #070121/HVAC Systems
<b>Awarding Agency:</b>	Sourcewell
<b>Services/Supplies to be provided:</b>	HVAC installations with related products and services
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	The above mentioned Sourcewell - HVAC Systems has locked in HVAC installation rates and supplies at the best price possible due to its extensive search. These prices are locked in until August 2025 and will help the City manage its HVAC and air conditioning units at the best available prices and options.

**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? <b>Please explain.</b>	Yes		This piggyback contract allows the City to get the best prices available as it was advertised from the state of Oregon to Florida and also with national publications like the USA Today. As the cost of HVAC installation, repairs and parts continue to rapidly increase this piggyback will allow us to lock in prices and an agreement until 2025. Sourcewell expansive advertisement has allowed for this agreement to offer the best prices throughout the nation.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		The use of this contract will save the City staff a great deal of time, efforts, and resources due to the amount of time that would be needed to bid such expensive and unique equipment and supplies.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	Yes		FY'25 General Funds
<b>*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.</b>				

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> <li>Solicitation Packet;</li> <li>Vendor's Original Bid/Proposal to the Solicitation</li> <li>Bid/Evaluation Tabulation;</li> </ul>	Yes		Please see attached information.

	<ul style="list-style-type: none"> <li>• Award Notice;</li> <li>• Executed Contract and any Amendments;</li> <li>• Any additional relevant documents</li> </ul>			
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		Exp. Date: August 12, 2025. Renewal 1: August 12, 2026.
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? <b>Please explain.</b>	Yes		Sourcewell advertises and allows for Contract #070121 to be utilized nationwide.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? <b>If yes, please provide the solicitation number.</b>	Yes		This RFP was advertised from Oregon state to Florida and many states in between.
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? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	Yes		Yes, the Carrier representative ensured that the pricing in the proposal matched the pricing in the quote.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? <b>Please attach COI/Risk approval, if applicable.</b>	Yes		
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	Yes		See in the Quote.
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>	N/A		

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:  
Requestor's Signature: RD@HOLLYWOODFL.ORG  
Date: 4/30/2025  
6F350953C1F44D5...

DocuSigned by:  
Director's Signature: Joseph S Kroll  
Date: 4/30/2025  
33471CE32D54436...

OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:  
Chief Procurement Officer's Signature: Otis Thomas  
Date: 5/1/2025  
63A2D5C0D269438...

4/30/2025

DocuSigned by:  
William Varandas  
95E577B985BB468...