



## Piggyback Checklist

**Using Department(s):** Department of Parks, Recreation & Cultural Arts

**Piggyback Contract Number/Name:** Clay County #18/19-2

**Services/Supplies to be provided:** McNicol Community Center Playground replacement

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** PRCA identified multiple playground vendors to partner with to complete playground replacement capital improvement projects. Piggybacking a competitively bid RFP awarded to Rep Services ensures using an effective procurement method, competitive pricing, expediting project completion and an efficient use of staff time.

**Procurement Code, Section 38.41(C)(5):**


(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.

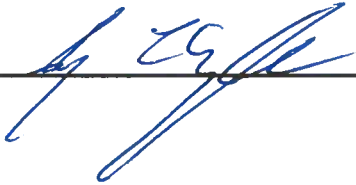
Piggyback Justification Criteria	YES	NO	COMMENT
Is the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	Yes		Typically, competitively bid piggybacks offer fairer terms and pricing due to the large volume in sales. Vendors achieve economies of scale by increasing production. Some of those savings are seen in piggybacked solicitations.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Besides saving on staff time and competitively bid pricing, project completion is expedited.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Capital improvement project funding

**\*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 staff.**

ITEMS VERIFIED	YES	NO	COMMENT
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?	Yes		

Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date:	Yes		5/28/2019 - 5/27/2022 5/28/2022 - 5/27/2023 5/28/2023 - 5/27/2024
Goods / Services 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?	Yes		
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	N/A

Requestor's Signature:   
Date: 03/23/2023

Director's Signature:   
Date: 3/23/2023

CPO Signature: Steve Stewart  
Date: 4/18/2023



# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

### Piggyback Request Form

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

Date 03.14.2023

Department/Office Parks, Recreation & Cultural Arts

Division/Area 309091

Requestor D.Vazquez

Title Assistant Director

Phone 954.921.3404

Email dvazquez@hollywoodfl.org

---

1. Requested Vendor Rep Services, Inc.

Vendor Number 17590

Address 165 West Jessup Avenue Longwood, FL 32750-4146

Contact Person Michael Lacroix

Title Consultant

Phone 407.831.9658

Email michael@repervices.com

2. Contract title and number requesting to piggyback? RFP NO 18/19-2 Various Equipment and Amenities for Parks and Playgrounds

Awarding Agency Clay County Florida

Contract Expiration Date 09.30.2024

Copy of Contract and Awarding Agency documentation is attached (provide if available).

Yes  No

3. Product/Service being requested (be specific). Purchase and installation of playground equipment and safety surfacing.

4. Detailed description of the product/service's function and purpose. This project is part of the City's ongoing capital improvement program. The McNicol Community Center playground area has reached its usage expectancy and needs replacement. The new playground equipment and safety surfacing will provide the youth programs and community leisure activities for the next ten to twelve years.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Rep Services's representative was contacted for a proposal.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

Yes  No

Please explain PRCA is working with multiple playground vendors on multiple playground capital improvement projects.

7. Total cost of the requested product/service. \$156,479.64

8. Total estimated annual (fiscal year) cost of requested product/service. \$ 0.00

Account Number(s) 117.309901.57200.563010.001556.000.000 - \$156,479.64

9. Is this product/service covered by a warranty?  Yes  No

If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service?  Yes  No

If yes, please explain 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 based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.**

D. Vasquez  
Requestor's Signature

03/15/2023  
Date

[Signature]  
Director's Signature

3/16/2023  
Date



REPSE-1

OP ID: VAJE

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
02/09/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Alexander Insurance Agency 541 S. Orlando Ave., Suite 206 Maitland, FL 32751 Peter Katauskas	407-629-4825		<b>CONTACT NAME:</b> Peter Katauskas	
			<b>PHONE (A/C, No, Ext):</b> 407-629-4825	<b>FAX (A/C, No):</b> 407-629-5407
			<b>E-MAIL ADDRESS:</b> pkatauskas@alexfinancial.com	
<b>INSURER(S) AFFORDING COVERAGE</b>				<b>NAIC #</b>
			<b>INSURER A:</b> Hartford Insurance Co of SE	<b>38261</b>
			<b>INSURER B:</b> Sentinel Ins. Co., LTD	<b>11000</b>
			<b>INSURER C:</b> Travelers Indemnity Co of Amer	<b>25666</b>
			<b>INSURER D:</b> Evanston Insurance Company	<b>35378</b>
			<b>INSURER E:</b> Lloyd's	
			<b>INSURER F:</b> Ohio Casualty Ins Co.	<b>332710</b>
<b>INSURED</b> Rep Services, Inc. 165 W. Jessup Avenue Longwood,, FL 32750				

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS					
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	21SBMBK3355	08/01/2022	08/01/2023	EACH OCCURRENCE	\$ 1,000,000				
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000				
	<input checked="" type="checkbox"/> <b>Business Owners</b> <input checked="" type="checkbox"/> <b>Products Completed</b>			MKL3PBC002186 - AI & WOS	08/01/2022	08/01/2023	MED EXP (Any one person)	\$ 10,000				
							PERSONAL & ADV INJURY	\$ 1,000,000				
GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							GENERAL AGGREGATE	\$ 2,000,000				
							PRODUCTS - COMP/OP AGG	\$ 2,000,000				
							Occurrence	\$ 1,000,000				
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	21UECHV0794	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000				
							BODILY INJURY (Per person)	\$				
							BODILY INJURY (Per accident)	\$				
							PROPERTY DAMAGE (Per accident)	\$				
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	MKL3EUL102448	08/01/2022	08/01/2023	EACH OCCURRENCE	\$ 5,000,000				
							AGGREGATE	\$ 5,000,000				
								\$				
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	N/A	X	UB-3J747620	08/01/2022	08/01/2023	<input checked="" type="checkbox"/> PER STATUTE		<input type="checkbox"/> OTH-ER	
									E.L. EACH ACCIDENT	\$	1,000,000	
									E.L. DISEASE - EA EMPLOYEE	\$	1,000,000	
									E.L. DISEASE - POLICY LIMIT	\$	1,000,000	
F	<b>Inland Marine</b>			BMO60331810	08/01/2022	08/01/2023	Job Limit	250,000				
E	<b>Errors &amp; Omissions</b>			ANE1939938	08/01/2022	08/01/2023	Claim/Agg	\$2M/\$2M				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proj: 19494, City of Hollywood - McNicol Community Center  
 City Of Hollywood is listed as additional insured when required by written contract with respects to the General Liability and Auto Liability.

**CERTIFICATE HOLDER****CANCELLATION**

HOLLY-6

City Of Hollywood  
 2600 Hollywood Blvd., Room 212  
 Hollywood, FL 33022

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

## David Vazquez

---

**From:** Certificate of Insurance  
**Sent:** Wednesday, February 15, 2023 12:44 PM  
**To:** David Vazquez; Certificate of Insurance  
**Subject:** RE: Review of COI  
**Attachments:** 19494-COI.pdf

The COI is acceptable

---

**From:** David Vazquez <DVazquez@hollywoodfl.org>  
**Sent:** Thursday, February 9, 2023 10:40 AM  
**To:** Certificate of Insurance <COI@hollywoodfl.org>  
**Subject:** Review of COI

Good morning,

Vendor will be removing and installing new playground and safety surface at McNicol Community Center.

DV