



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Information Development Services	Division/Area: Building
Requestor: Russell Long	Title: Chief Building Officer
Phone: 954-321-6643	Email: rlong@hollywoodfl.org

Requested Vendor: C.A.P. Government, Inc. & Calvin, Giordano, & Associates, Inc.	Vendor Number: C.A.P.: 34084 Calvin, Giordano, & Associates, Inc.: 05623
Address: 343 Almeida Avenue, Coral Gables, FL 33134 (C.A.P.) 1800 Eller Dr., Suite 600, Ft. Lauderdale, FL 33316 (CGA)	
Contact Person: Carlos Penin (C.A.P.) Chris J. Giordano (CGA) Pete Deveaugh (CGA)	Title: President President Project Manager
Phone: 305-448-1711 (C.A.P.) 954-921-7781 (CGA)	Email: capenin@capfla.com (C.A.P.) Marketing@cgasolutions.com (CGA); pdeveaugh@cgasolutions.com (CGA)

Total cost of the requested product/service: \$1,000,000	Total estimated annual (fiscal year) cost of requested product/service: \$500,000
Account Number(s): 114.140301.52400.531170.000000.000.000 (Building); 442.400401.53600.531170.000000.000.000 (Public Utilities); 001.140401.51500.531170.000000.000.000 (Planning)	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Invitation to Bid Event No. 360-1 – Plan Review and Inspection Services
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Awarding Agency:	City of Fort Lauderdale
Services/Supplies to be provided: needed or in the event of an emergency.	Inspection and plan examination services (structural, roofing, plumbing, gas, electrical, mechanical HVAC, landscaping, zoning, engineering) for structures, right-of-way improvements and utilities for which permits have been issued by the City of Fort Lauderdale.
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The services/supplies are being obtained via piggyback to streamline the procurement process, ensure compliance with competitive bidding requirements, and leverage pre-negotiated terms and pricing that offer cost savings and efficiency. Utilizing an existing contract eliminates the need to issue a separate solicitation, reduces administrative burden, and accelerates project timelines while still ensuring transparency and value.

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.	X		Yes. The Building Division reached out to sister municipalities to seek out and acquired their contracts for review.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		Use of this cooperative contract will save bid and staff time. Typical procurement of this size takes 90-120 days.
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.	X		Yes

***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
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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 	X		Solicitation document, vendors' proposals, and executed contracts are attached.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	X		Effective May 16, 2025 – May 15, 2028, One 2-year renewal term.
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.	X		The department requested permission from City of Fort Lauderdale and the City provided documents of all executed contracts.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	X		Invitation to Bid Event No. 360-1 – Plan Review and Inspection Services
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.	X		The department will be using pricing provided by the City of Fort Lauderdale.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		Requestor has reviewed all terms and conditions contained in the executed contract, and it is acceptable to the department.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	X		COI and Risk approval attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.		X	No
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		X	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.

Requestor's Signature: _____

Date: _____

Director's Signature: _____

Date: _____

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: _____