



Piggyback Checklist

Using Department(s): Department of Design and Construction Management

Piggyback Contract Number/Name: OMNIA PARTNERS Contract 2019.001535

Services/Supplies to be provided: Audio- Visual services.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):

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		Yes. Once the PO is issued, an RS Means tabulation is calculated and run through OMNIA Construction compliance. This will save time and resources vs. going out to bid.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Yes. AVI-SPL's OMNIA contract 2019.001535 was competitively bid and awarded by UC System wide RFP- Audio Visual Goods and Services (OMNIA) and will save City Staff administrative time, efforts and resources by not going out to bid. All of the solicitation and contract information is posted publicly for download under the "Government" section of our OMNIA Profile page: OMNIAPARTNERS
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Refer to attachment

***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		OMNIA PARTNERS Contract <u>2019.001535</u> allows use by all government entities per the <u>RFP</u>
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		RFP UCOPAUDIOVISUAL 1000817
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Expires November 9, 2024. UC may renew for three successive 1 (one) year periods
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		OMNIA PARTNERS Contract <u>2019.001535</u>
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		Vendor approves of using the contract.
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		See attached
Piggyback Contract has Warranty Conditions?	Yes		Includes: Refer to attachment. Warranties vary by product
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

Requestor's Signature: *Elisa A Iglesias*
Date: 11/14/2023

Director's Signature: *Jose Cortes*
Date: 11/15/2023

CPO Signature: *stewart@hollywoodfl.org*
Date: 11/15/2023