



Piggyback Checklist

Using Department(s): Public Utilities

Piggyback Contract Number/Name: ITB #2018-19/22 Sulfuric Acid 93% for Water Treatment Plant Operations

Services/Supplies to be provided: Sulfuric Acid 93%

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The services are being acquired via the piggyback option based on the City of Deerfield Beach Southeast Florida Governmental Purchasing Co-op, solicitation in February 2019 that secured favorable rates. The City of Hollywood would benefit from the prices and services obtained from this solicitation through the end of the original contract date of 5/31/2025. If the City pursued a Solicitation at this time, the escalating cost of these types of services, coupled with the current inflation rates, would result in much higher costs and a financial forfeiture for the city.

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		The terms and pricing from the City of Deerfield Beach Southeast Florida Governmental Purchasing Co-op are favorable as the solicitation was done in February 2019. Rates would be higher if the city solicited today due to inflation and rate increases.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	YES		The contract will save the City's staff time, effort, and resources that the City of Deerfield Beach 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 to dedicate resources to securing other unavailable

		procurement items via a piggyback contract.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	YES	Funding has been provided in the FY25 budget.
<p>*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.</p>		

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		The City of Deerfield Beach Southeast Florida Governmental Purchasing Co-op allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	YES		Southeast Florida Governmental Purchasing Co-op ITB #2018-19/22
Piggyback Contract is Valid? Contract Expiration Date:	YES		Initial Term: 06-1-2019 through 05-31-2022 1st Renewal: 06-1-2022 through 05-31-2023 2nd Renewal: 06-1-2023 through 05-31-2024 3 rd Renewal: 06-1-2024 through 05-31-2024
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		The vendor has confirmed the use of the contract by the City of Hollywood
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?		NO	
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		NO	

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Requestor's Signature: 
DocuSigned by:
Luis Montoya
Date: 9/10/2024
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Director's Signature: 
DocuSigned by:
Vincent Morallo
Date: 9/10/2024
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CPO Signature: _____

Date: 9/12/2024

DocuSigned by:

Otis Thomas

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