Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Utilities	**Division/Area: Underground Utilities**
Requestor: Jaime Castillo	**Title:** UU Manager
Phone: 954-921-2995	**Email:** jcastillo@hollywoodfl.org

Requested Vendor: Environmental Products Group (EPG)	**Vendor Number:** 24733
Address: 1907 SW 43rd Terrace, Suites G&H Deerfield Beach FL 33442	
Contact Person: Paul Hart	**Title:** South Florida Sales Manager
Phone: 561-719-1395	**Email:** phart@myepg.com

Total cost of the requested product/service: $526,410.35	**Total estimated annual (fiscal year) cost of requested product/service**: $526,410.35
Account Number(s): CRA	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	101221-VTR
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Vactor model 2100i single engine, PD, 15 cubic yard combination sewer cleaning body with a 2026 Freightliner model 114 SD tandem axle truck cab/chassis
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Sorcewell has already invested the necessary manpower, time, effort, and resources to secure the most competitive bid for this product. It would be in the City of Hollywood's best interest to dedicate its resources to procuring other items that are not available for

	piggyback contracts. Additionally, we have previously worked with this company and achieved positive results

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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.**	**YES**		Pricing for this contract is more favorable due to the already established price locked in 2021 by EPG as the lowest bid response to the Sourcewell RFP#1012221
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? **Please explain.**	**YES**		Sourcewell has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for this product.
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.**	**YES**		Funding will be provided FY26 budget

***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
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: • Solicitation Packet; • Vendor's Original Bid/Proposal to the Solicitation • Bid/Evaluation Tabulation; • Award Notice; • Executed Contract and any Amendments; • Any additional relevant documents	**YES**		Sourcewell Contract Sourcewell Extension
5	Piggyback Contract is Valid? **Please state the contract expiration and renewal dates.**	**YES**		Until November 11, 2029

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.**	**YES**		The Vendor approves of City of Hollywood using this contract.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? **If yes, please provide the solicitation number.**	**YES**		#101221-VTR
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.**	**YES**		The City of Hollywood will receive the same price that is being offered to Sourcewell.
9	Does the piggyback contract have acceptable terms and conditions? **Please explain.**	**YES**		Contract #101221-VTR
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? **Please attach COI/Risk approval, if applicable.**	**YES**		Yes, it is attached
11	Piggyback Contract has Warranty Conditions? **If yes, please list section or attach a copy of the warranty details.**	**YES**		Vactor warranty is standard 1 year part and labor, excluding common wear items.
12	Piggyback Contract has liquidated damages? **If yes, provide the daily liquidated amount or alternative damages.**		**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: ___________