



## Piggyback Checklist

Using Department(s): Public Works Department

Piggyback Contract Number/Name: 16154/Maintenance, Repair, Operating Supplies, Industrial Supplies and Related Products and Services

Services/Supplies to be provided: A complete and comprehensive offering of Industrial supplies such as bearings, linear technologies, power transmissions, motors, hydraulics, pneumatics, gearing, material handling, conveyor systems, industrial rubber, general maintenance supplies, fluid power and any additional related products and services.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The above mentioned piggyback contract is from Omnia Partners, the nation's largest and most experienced cooperative searches for the best prices and allows the City to procure the products quickly and ensure pricing is competitive with the market. By utilizing this contract, it will save the City money and allow the savings to be used elsewhere.

**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		Omnia Partners issued contract 16154/Maintenance, Repair, Operating Supplies, Industrial Supplies and Related Products and Services offers the best overall quality, selection of products, services, price and availability.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Using this piggyback contract bypasses protracted steps of negotiations & approvals, workload & processing times. This saves Public Works staff time, efforts and resources that can be dedicated to other areas of need. Public Works frequent use of Home Depot for supplies and parts is a vital part of keeping the City operating in a effective and efficient manner.

Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes	General Fund FY2025
<p><b>*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.</b></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		Omnia Partners contract 16154-RFP allows for use by all government entities.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Omnia Partners Solicitation 16154-RFP and notice of the solicitation was sent to potential offerors, as well as advertised in the following: • The Honolulu Star, HI • Daily Journal of Commerce, OR • ONVIA • Merx.com • U.S. Communities - Website
Piggyback Contract is Valid? Contract Expiration Date:	Yes		This contract expires December 31, 2026.
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		JT Rieves, Vice President of Home Depot Pro approves the use of this contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Home Depot was selected from five nationally prominent vendors.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	N/A		
Piggyback Contract has Warranty Conditions?	Yes		Warranty will be for a 12 month period upon acceptance of materials.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	No		

DocuSigned by:  
**Requestor's Signature:** RD@LORIMIERE@HollywoodFL.org  
 Date: 9/27/2024  
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DocuSigned by:  
**Director's Signature:** Joseph S Krull  
 Date: 9/30/2024  
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DocuSigned by:



**CPO Signature:**

*Otis Thomas*

**Date:** 10/1/2024

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