



Piggyback Checklist

Using Department(s): Department of Public Works

Piggyback Contract Number/Name: Solicitation #12527-825, Disaster Debris Management, Cost Recovery, Project Management and Support Services.

Services/Supplies to be provided: Emergency Disaster Debris Monitoring Services.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The above-mentioned piggyback contract will allow the City to save time, money and staff resources. The piggyback offers economies of scale and provides better pricing than the City could obtain on its own since the piggyback was solicited by a larger entity to obtain more services/supplies, hence a lower/better rate was awarded under the resulting contract.

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 piggyback contract is for a larger quantity of items; hence it has better unit prices than what we would obtain.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Less City staff time and resources will be needed to issue a solicitation
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		General funds will be used

***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		This contract was competitively solicited.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 03/07/22 – 03/06/25 1st renewal: 03/07/25 – 03/06/26 2nd renewal: 03/07/26 – 03/06/27

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		Vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Expenditures associated with usage of this contract are reimbursable from the Federal Emergency Management Agency (FEMA) on a percentage basis.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	No		N/A
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	Includes a required Performance Bond as a remedy for non-compliance.

Requestor's Signature: 
Date: 4/12/22

Director's Signature: 
Date: 4/12/22

CPO Signature: _____
Date: _____



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggyback Request Form

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

Date April 12, 2022

Department/Office Public Works

Division/Area Environmental Services

Requestor Charles Lassiter

Title Assistant Director

Phone 954-967-4207

Email Classiter@hollywoodfl.org

1. Requested Vendor Thomspon Consulting Services

Vendor Number _____

Address 2601 Maintland Center Parkway, Maitland, FL, 32751

Contact Person Jon Hoyle

Title President

Phone (407) 792-0018

Email jhoyle@thompsoncs.net

2. Contract title and number requesting to piggyback? RFP# 12527-825 Disaster Debris Management, Cost Recovery, Project Management and Other Support Services

Awarding Agency City of Fort Lauderdale

Contract Expiration Date March 6, 2025

Copy of Contract and Awarding Agency documentation is attached (provide if available).

☒ Yes ☐ No

3. Product/Service being requested (be specific). Emergency Disaster Debris Monitoring Services

4. Detailed description of the product/service's function and purpose. The Public Works Department requires an agreement for emergency disaster debris monitoring services which includes assistance in the preparation for a disaster, temporary debris management sites, oversight for road clearance and debris loading, providing field oversight functions and facilitate communications with various federal and state agencies in the disaster recovery process

5. Please explain what process the Department/Office took to verify and/or identify this contract. Thompson Consulting Services was the previous awarded vendor, the department sought to secure a contract with a vendor that could perform the required services necessary

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

☐ Yes ☒ No

Please explain Selected vendor has proven track record to perform the required services and pricing is in line with required services

7. Total cost of the requested product/service. \$3,500,000.00

8. Total estimated annual (fiscal year) cost of requested product/service. \$3,500,000.00

Account Number(s) Hurricane Emergency Account

9. Is this product/service covered by a warranty? ☐ Yes ☒ No

If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

If yes, please explain _____

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 based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.


Requestor's Signature

4/12/22
Date


Director's Signature

4/12/22
Date