



Piggyback Checklist

Using Department(s): Department of Public Utilities / Underground Division

Piggyback Contract Number/Name: National Joint Powers Alliance Cooperative Group (Sourcewell) Contract RFP #101221 awarded to Environmental Products Group (competitively awarded under Sourcewell RFP #101221 for Sewer Vacuum, Hydro-Excavation and Municipal Pumping Equipment with Related Accessories and Supplies).

Services/Supplies to be provided: Two (2) each Vactor Sewer Cleaner Trucks Model 2100i.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The Vactor Sewer trucks are obtained via Sourcewell which is a National Cooperative Group, the contract agreement was awarded to the lowest vendor (EPG) with price locked in from their 2021 proposal, EPG will honor the price on the agreement. If the City would have issued it's own Solicitation, due to the current supplies shortage and price inflation, the price would not be favorable 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		Pricing for this contract is more favorable due to the already established price locked in 2021 by Environmental Products Group (EPG) as the lowest bid response to the Sourcewell RFP #101221. Due to the current price inflation, the City issuing its own solicitation would not be favorable to provide Sewer Vacuum Trucks.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Sourcewell has already exerted the manpower, time, effort and resources to obtain a competitive lowest bid for this product. The City of Hollywood would be best served dedication its resources securing other procurement items not available 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 FY23 budget Exhibit A.

***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		Sourcwell contract RFP #101221 allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Sourcwell RFP #101221.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 12/20/21 – 11/29/25
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 City of Hollywood using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Vendor (EPG) was selected as the lowest bid to bid RFP #101221, which included an assessment of pricing for their products/services.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Warranty is standard 1 year parts and labor, excluding common wear items. Warranty covers the PTO, hydraulic pumps and system, pneumatic system, water system, electrical system, switches, valves, transfer case, shafts, cylinders, etc.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

Requestor's Signature: Cory Mathis
 Date: 12/22/22

Director's Signature: Vincent Morello
 Date: 12/27/2022

CPO Signature: Steve Stewart
 Date: 12/27/2022