



# CITY OF HOLLYWOOD, FLORIDA

## PROCUREMENT SERVICES DIVISION

### Piggybacking Request Form

(Use for purchase(s) over \$25,000, when piggybacking off other contracts)

Date 4/21/2021

Department/Office Development Services

Division/Area Building Division

Contract Administrator Russell Long

Title Interim Building Official

Phone: 954-921-3335

Email: [rlong@hollywoodfl.org](mailto:rlong@hollywoodfl.org)

1. Requested Vendor C.A.P. Government, Inc

Vendor Number 34084

Address 343 Almeria Ave. Coral Gables, FL 33134

Contact Person Carlos Penin

Title Government Services

Phone 305.448.1711

Email [capenin@capfla.com](mailto:capenin@capfla.com)

2. Contract title requesting to piggyback? Agreement for plan review & inspection services

Awarding Agency City of Ft. Lauderdale

Contract Expiration Date May 15, 2021 **May 15, 2023**

Copy of Contract and Awarding Agency documentation is attached.

☒ Yes ☐ No

3. Product/Service being requested (be specific). Licensed, experience & knowledgeable individuals who have the capacity to enforce the Florida Building Code and City and State regulation, promoting safe building standards and practices.

4. Detailed description of the products/services function and purpose. State licensed and certified by the Broward County Board of Rules and Appeals.

*Procurement Service Division use only*

Requisition # R \_\_\_\_\_  
(As Applicable)

Purchase Order # P \_\_\_\_\_  
(As Applicable)

Blanket Purchase Order # BPO \_\_\_\_\_  
(As Applicable)

(Revised 08/2015)

5. Please explain what process the Department/Office took to verify and/or identify this contract. The Building Division reached out to sister Municipalities to seek out and acquired their contracts for review.

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 City of Parkland and City of Pompano Beach.

7. Total cost of the requested product/service. \$400,000 KMD

8. Total estimated annual (fiscal year) cost of requested product/service.

Account Number(s) 114.140301.52400.531170.000000.000.000

\$400,000 KMD

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

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

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☐ Yes ☒ No

If yes, please describe the related products/services and estimated cost(s.) \_\_\_\_\_

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☐ Yes ☒ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.) \_\_\_\_\_

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) N/A

Will this require matching funds? ☐ Yes ☒ No

What is the grant source? N/A

What is the grant (dollar) amount? N/A

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Date of Advanced Search \_\_\_\_\_

Procurement Service Division use only

Requisition # R  
(As Applicable)

Purchase Order # P  
(As Applicable)

Blanket Purchase Order # BPO  
(As Applicable)

Company Name(s) Searched

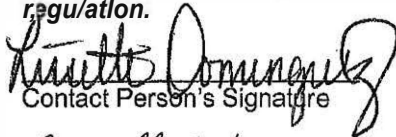
Search Results

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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 and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of your knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.**

  
Contact Person's Signature

4/21/2021  
Date

Russell A. Long  
Supervisor's Signature

4/28/2021  
Date

Andria Wingett  
Digitally signed by Andria Wingett  
DN: cn=Andria Wingett, o=City of Hollywood,  
ou=Development Services,  
email=awingett@cityofhollywood.org, c=US  
Date: 2021.04.29 17:36:13 -0400

Director's Signature

\_\_\_\_\_  
Date

APPROVAL (Procurement Service Division Use Only)			
Verified By:		Date	
Approved By:	<i>Steve Stewart</i>	Date	6/10/2021

Procurement Service Division use only

Requisition # R  
(As Applicable)

Purchase Order# P  
(As Applicable)

Blanket Purchase Order# BPO  
(As Applicable)

May 11, 2021



Mr. Wazir Ishmael, Ph.D.  
City Manager  
City of Hollywood  
2600 Hollywood Boulevard  
Hollywood, FL 33020

**Re: Inspection and Plans Review Services for the City of Hollywood  
Piggyback Agreement – City of Fort Lauderdale, Contract 12376-813**

Dear Mr. Ishmael:


C.A.P. Government, Inc. (CAP) is under contract with the City of Hollywood (City) to provide Inspection and Plan Review Services that will expired on May 15, 2021. This Agreement is a "piggyback" of an existing City of Fort Lauderdale contract for Inspection and Plan Review Services.

CAP recently completed a competitive bid process and we were ranked first. We were awarded a new Contract with the City of Fort Lauderdale on April 13, 2021. This contract shall commence on May 16, 2021 and shall end on May 15, 2023 with two (2) one (1) year extensions. Please see attached the new executed contract (**Contract 12376-813**) between CAP and the City of Fort Lauderdale.

**CAP would accept a renewal of our Agreement with the City of Hollywood for a period ending on May 15, 2023 as stated in the City of Fort Lauderdale Agreement referenced above.**

We look forward to continuing to partner with the City of Hollywood with professional, customer centered Building Department services. If you find this extension acceptable, please execute in the space provided and return it to me. If you wish to discuss this matter further or need additional information, please contact me at (305) 458.6000 at your earliest convenience.

Very truly yours,  
C.A.P. Government, Inc.

  
Carlos A. Penin, PE  
President

Accepted: \_\_\_\_\_  
Wazir Ishmael, Ph.D.  
Title: City Manager  
  
Date: \_\_\_\_\_



## Piggyback Checklist

**Contract Number/Name:** C.A.P Government, Inc. BPO B00140

**Services/Supplies to be provided:** Licensed, experienced and knowledgeable individuals who have the capacity to enforce the Florida Building Code and City & State regulation, promoting safe building standards and practices.

**Using Department(s):** Department of Development Services

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		
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date: <b>5/15/2023 (plus renewal term, see comments)</b>	Yes		This contract shall commence on May 16, 2021 and end on May 15, 2023 with one two-year extension.
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		
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		09/05/2020 – 09/05/2021
Piggyback Contract has Warranty Conditions?			N/A
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)			N/A

**Verified By:** *Steve Stewart*

**Date:** 6/10/2021