



## Piggyback Checklist

Using Department(s): Public Utilities - ICE

Piggyback Contract Number/Name: OPN2128418B1 – Pump Repair Services

Services/Supplies to be provided: Repair services of electric motors and pumps.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The direct price savings offered by this contract is beneficial to Public Utilities. Piggybacking the contract with Broward County and Tac Armatures & Pump Corp. will generate administrative cost savings. The contract has been competitively bid for services and supplies necessary for the City of Hollywood Public Utilities Department for motor and pump repair services.

**Procurement Code, Section 38.41(C)(5):**

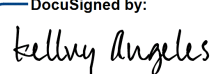
(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental 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 has been provided by Tac Armatures & Pump Corp.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Broward County has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for these services
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 FY25 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 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		Tac Armatures & Pump Corp., has authorized the City of Hollywood to piggyback the contract under the same pricing and conditions.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Broward County Bid OPN2128418B1 Repair

			Services of electric motors and pumps
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 9/16/24 -9/15/25 With a four (4) one-year renewal.
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		Vendor, Tac Armatures & Pump Corp., was selected to Bid OPN2128418B1. Tac provides the lowest Bid Score.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		Approved by Risk
Piggyback Contract has Warranty Conditions?	Yes		Minimum one year.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Requestor's Signature:**  DocuSigned by: Kelly Angeles  
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**Date:** 11/14/2024

DS  **Director's Signature:**  DocuSigned by: Vincent Morella  
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**Date:** 11/19/2024

DS  **CPO Signature:**  DocuSigned by: Otis Thomas  
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**Date:** 11/19/2024