



## Piggyback Checklist

**Using Department(s):** Department of Public Utilities/ Wastewater Division

**Piggyback Contract Number/Name:** Volusia County Florida Bid Number 22-B-08LS Bid Title Emulsified Polymer.

**Services/Supplies to be provided:** Provide emulsified polymer Clarifloc SE-1804 for use in the solids thickening process on the belt filter presses prior to lime stabilization treatment.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** The City of Hollywood would benefit from the prices obtained from this Solicitation through the end of the original contract period date 2/1/2025. Volusia County advertised its competitively bid solicitation last year and secured favorable rates with the lowest bidder Polydyne, Inc., to provide emulsified polymer. Volusia County with an estimated population of 565,269 was able to get favorable pricing due to the size and when the Solicitation was advertised. Issuing a Solicitation in today's market due to inflation and rate increase would not benefit the City with lower prices.

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

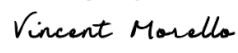
(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental 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
Are 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 terms and pricing from Volusia County is more favorable since the solicitation was done prior to the current inflation and rate increase. Rates would be higher if the City issued a solicitation today due to inflation and rate increase. Pricing for this contract was awarded to the lowest bidder.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The contract will save the City's staff time, effort and resources since Volusia County Purchasing Department has already exerted the manpower, time, effort, and resources to obtain

			a competitive lowest bid for these services. The City of Hollywood would be best served to dedicate its resources to 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?	<b>Yes</b>		Funding has been provided in the FY23 budget.
<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>			

<b>ITEMS VERIFIED</b>	<b>YES</b>	<b>NO</b>	<b>COMMENT</b>
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?	<b>Yes</b>		Volusia County Contract Bid 22-B-08LS allows all entities to use the contract.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	<b>Yes</b>		Volusia County competitive bid 22-B-08LS for Emulsified Polymer supply.
Piggyback Contract is Valid? Contract Expiration Date:	<b>Yes</b>		Initial Term: 2/2/22 – 2/1/25
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?	<b>Yes</b>		
Does the piggyback contract have acceptable terms and conditions?	<b>Yes</b>		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	<b>Yes</b>		Vendor approves of the City of Hollywood using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	<b>Yes</b>		Vendor (Polydyne Inc.) was selected as the lowest bid to Bid No. 22-B-08LS. Polydyne Inc. provides the lowest bid score 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?	<b>Yes</b>		
Piggyback Contract has Warranty Conditions?	<b>Yes</b>		Provider warrants that all Work or Services performed under this agreement shall be performed in a good and competent workmanlike manner to the satisfaction of the City, and materials shall be of good quality, and free from defects and pursuant to specifications and requirements of the contract.
Piggyback Contract has liquidated damages (if yes, provide the daily liquidated amount)		<b>No</b>	Includes other remedies for damages/non-compliance.

**Requestor's Signature:**  DocuSigned by:  
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**Date:** 2/16/2023

**Director's Signature:**  DocuSigned by:  
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**Date:** 2/16/2023

 **CPO Signature:**  DocuSigned by:  
976DD9ED7FB74C8...  
**Date:** 2/21/2023