



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Utilities	Division/Area: 4011
Requestor: Luis Montoya	Title: Public Utilities Mgr. Water Treatment Plant
Phone: 954.967.4320 Ext. 5405	Email: lmontoya@hollywoodfl.org

Requested Vendor: Allied Universal Corp.	Vendor Number: 02608
Address: 3901 NW 115 th Ave. Miami, FL 33178	
Contact Person: Newell "David" Stockdale	Title: Territory Sales Representative
Phone: 786-347-7422	Email: newells@allieduniversal.com

Total cost of the requested product/service: \$800,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$800,000.00
Account Number(s): 442.400501.53600.552330.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Southeast Florida Governmental Purchasing Cooperative Group Contract # 25-0940 & Bid # 519-2
Awarding Agency:	City of Fort Lauderdale
Services/Supplies to be provided:	Supply and Delivery of Sodium Hypochlorite 12%
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The City of Fort Lauderdale, acting as the lead agency, posted a competitively bid solicitation on August 13, 2025, and secured favorable rates for the supply and delivery of 12% Sodium Hypochlorite. The lowest bidder awarded the contract was Allied Universal Corp. This procurement was executed as a Cooperative Agreement, which utilizes the combined purchasing power of all 54 participating cities to achieve a more

	favorable rate. Had the City pursued a solicitation on its own, the costs would have been substantially higher, resulting in a significant financial forfeiture for the City.
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Procurement Code, Section 38.41(C)(5) AND 38.47:

§ 38.41(C)(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.*

§ 38.47 *Cooperative Purchasing. The CPO shall have the authority to join with other governmental entities in cooperative purchasing plans when the best interest of the City is served.*

No.	Piggyback Justification Criteria	YES	NO	COMMENT
1	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? Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing? Please explain.	YES		The City of Fort Lauderdale's bid was part of a Co-op, and with their purchasing power of all 54 cities under the Co-op, we can get a more favorable rate. Rates would be higher if the City issued a solicitation on its own.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	YES		The contract will save the City's staff time, effort, and resources since the City of Fort Lauderdale's Purchasing Department has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for these services.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.	YES		Funding has been provided in the FY26 budget and will be budgeted in subsequent fiscal years

***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 or Procurement staff.**

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> Solicitation Packet; Vendor's Original Bid/Proposal to the Solicitation Bid/Evaluation Tabulation; Award Notice; Executed Contract and any Amendments; 	YES		Southeast Florida Governmental Purchasing Cooperative Group Bid # 519-2 Documents

	<ul style="list-style-type: none"> Any additional relevant documents 			
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	YES		Initial term: November 30, 2025, to November 29, 2027 Renewals: November 30, 2027, to November 29, 2028 November 30, 2028, to November 29, 2029
6	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? Please explain.	YES		The City of Fort Lauderdale Contract # 25-0940 allows use by other government entities.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	YES		The City of Fort Lauderdale Bid # 519-2
8	Goods/Services/Pricing 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? Please explain. Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.	YES		The same pricing that is being offered to the City of Fort Lauderdale will be received by the City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	YES		The Southeast Florida Governmental Purchasing Cooperative Group terms and conditions prevail over the City's Purchasing Order terms and conditions.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	YES		Risk Approved COI Expires 8/31/26
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	YES		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, free from defects, and according to specifications and requirements of the contract.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		NO	Includes other remedies for damages/non-compliance.

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 to the Office

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

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Requestor's Signature: _____

Date: 10/29/2025

DocuSigned by:

Russ Montoya

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Director's Signature: _____

Date: 10/30/2025

DocuSigned by:

Vincent Morello

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Chief Procurement Officer's Signature: _____

Date: 11/3/2025

OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:

Otis Thomas

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Piggyback Request Form/Checklist (Rev. 10/24)

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