



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggybacking Request Form

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

Date 04/21/2021

Department/Office Development Services

Division/Area Building

Contract Administrator Russell Long

Title Interim Building Official

Phone: 954-921-3335

Email: rlong@hollywoodfl.org

1. Requested Vendor Calvin Giordano & Associates, Inc. Vendor Number 5623

Address 1800 Eller Dr. Suite 600 Fort Lauderdale, FL 33316

Contact Person Norman Bruhn

Title Director of Building Services

Phone 954-921-7781

Email NBruhn@cgasolutions.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 16, 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. This excludes the Permit Technicians classification.

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. \$200,000 RMD

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

Account Number(s) 114.140301.52400.531170.000000.000.000 \$200,000 RMD

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

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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


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@hollywoodfl.org, c=US
Date: 2021.04.29 17:35:39 -0400

Director's Signature

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	
Approved By:	<i>Steve Stewart</i>	Date	<i>6/10/2021</i>

Procurement Service Division use only

Requisition # R _____
(As Applicable)

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(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

(Revised 08/2015)



Calvin, Giordano & Associates, Inc.
EXCEPTIONAL SOLUTIONS™

Building Code Services
Civil Engineering / Roadway
& Highway Design
Coastal Engineering
Code Enforcement
Construction Engineering &
Inspection (CEI)
Construction Services
Data Technologies &
Development
Electrical Engineering
Engineering
Environmental Services
Facilities Management
Geographic Information
Systems (GIS)
Governmental Services
Indoor Air Quality
Landscape Architecture
Planning
Project Management
Redevelopment
& Urban Design
Surveying & Mapping
Traffic Engineering
Transportation Planning
Water / Utilities Engineering
Website Development

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

www.cgasolutions.com

DATE: May 10, 2021

CLIENT: City of Hollywood
C/O Russell Long, Interim Building Official
2600 Hollywood Blvd
Hollywood, FL 33020

RE: Plan Review and Inspection Services

Dear Mr. Long:

Calvin, Giordano & Associates, Inc. is proposing to provide Plan Review and Inspection Services to the City of Hollywood based on the Agreement with the City of Fort Lauderdale, Invitation to Bid No. 12376-813, Plan Review and Inspection Services ("Agreement"). Services will be provided under the same terms, condition, and rate schedule set forth in the Agreement.

Sincerely,

CALVIN, GIORDANO & ASSOCIATES, INC.

Chris Giordano
President



Piggyback Checklist

Contract Number/Name: Calvin, Giordano & Associates, Inc BPO B003139

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: 5/15/2023 (plus renewal term, see comments)	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		10/03/2020 – 10/03/2021
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