



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: Underground
Requestor: Jaime Castillo	Title: UU Manager
Phone: 954-921-2998	Email: jcastillo@hollywoodfl.org

Requested Vendor: Xylem	Vendor Number: 104224
Address: 1201 NW 18 th St Pompano Beach FL 33069	
Contact Person: Mauricio Amaya	Title: Outside Sales Engineer
Phone: 728-207-0691	Email: Mauricio.amaya@xylem.com

Total cost of the requested product/service: \$141,747.32	Total estimated annual (fiscal year) cost of requested product/service: \$141,747.32
Account Number(s): 442.400201.53600.564531.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Florida Sheriff Association FSA23-EQU21.0
Awarding Agency:	Xylem
Services/Supplies to be provided:	CD150S with FT4 Isuzu engine and sound-attenuated enclosure pump.
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The cost savings from this contract benefits the City. It provides direct price reductions, lowers administrative expenses, and accelerates purchasing.

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		Prices for this contract have been provided by Florida Sheriff Association contract #FSA23-EQU21.0
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	YES		The FSA Cooperative Purchasing Program has secured competitive, low bids for services statewide, benefiting all Florida counties, including the City of Hollywood.
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 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 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; Any additional relevant documents 	YES		Contract FSA23- EQU21.0 Xylem Quote Xylem Warranty
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	YES		Until September 30, 2025
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 contract allows utilization by other governmental entities in Florida.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was	YES		FSA23-EQU21.0

	publicly advertised? If yes, please provide the solicitation number.			
8	<p>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.</p> <p>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</p>	YES		The City of Hollywood will receive the same pricing that is being offered to the Florida Sheriffs Association.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	YES		Contract FSA23-EQU21.0
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.		NO	N/A
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	YES		
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		NO	

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.

Requestor's Signature: _____

Date: 4/10/2025

DocuSigned by:

Jaime Castillo

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Director's Signature: _____

Date: 4/14/2025

DocuSigned by:

Vincent Morello

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OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: 4/15/2025

DocuSigned by:

Otis Thomas

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