



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s):</b> Public Utilities	<b>Division/Area:</b> Underground Utilities
<b>Requestor:</b> Jaime Castillo	<b>Title:</b> Underground Manager
<b>Phone:</b> 954-921-3046	<b>Email:</b> jcastillo@hollywoodfl.org

<b>Requested Vendor:</b> Craig A. Smith & Associates, Inc.	<b>Vendor Number:</b> 26688
<b>Address:</b> 21045 Commercial Trail, Boca Raton, FL 33486	
<b>Contact Person:</b> James Driscoll	<b>Title:</b> Vice President Utility Locates / SUE
<b>Phone:</b> 954-782-8222	<b>Email:</b> JDriscoll@craigasmith.com

<b>Total cost of the requested product/service:</b> \$200,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$200,000.00
<b>Account Number(s):</b> 443.410101.53800.531170.000000.000.000 442.400201.53600.552250.000000.000.000 and 442.400202.53600.552250.000000.000.000	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	AGR 22-04 Underground Utility Location Services
<b>Awarding Agency:</b>	Town of Pembroke Park
<b>Services/Supplies to be provided:</b>	Underground Utility Location Services
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	The piggyback process reduces the time required to obtain services and minimizes staff involvement in advertising for a solicitation.

**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? <b>Please explain.</b>	YES		Prices for this contract have been provided by Town of Pembroke Park through competitive bidding process Bid ITB 22-04 Underground Utility Location Services.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	YES		The piggyback process speeds up the acquisition of services and reduces the time staff spend on advertising and solicitation.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	YES		Funding for this service will come from the Public Utilities Department's approved FY-25 budget, with no grant funds involved.

**\*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"> <li>Solicitation Packet;</li> <li>Vendor's Original Bid/Proposal to the Solicitation</li> <li>Bid/Evaluation Tabulation;</li> <li>Award Notice;</li> <li>Executed Contract and any Amendments;</li> <li>Any additional relevant documents</li> </ul>	YES		Executed Contract Acceptable COI
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	YES		May 10, 2022 – May 9, 2025, with option to renew contract for two (2) consecutive one-year periods, for a total of 5 years.
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? <b>Please explain.</b>	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 publicly advertised? <b>If yes, please provide the solicitation number.</b>	YES		ITB 22-04
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? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	YES		The same pricing that is being offered to the Town of Pembroke Park will be received by the City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	YES		The Town of Pembroke Park Agreement AGR-22-04 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? <b>Please attach COI/Risk approval, if applicable.</b>	YES		Attached
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>		NO	
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>		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 Castilla

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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:** 4/14/2025

DocuSigned by:

Otis Thomas

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