



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: PUD
Requestor: Jaime Castillo	Title: UU Manager
Phone: 954-921-2995	Email: jcastillo@hollywoodfl.org

Requested Vendor: Environmental Products Group (EPG)	Vendor Number: 24733
Address: 1907 SW 43 rd Terrace, Suites G&H Deerfield Beach FL 33442	
Contact Person: Paul Hart	Title: South Florida Manager
Phone: 561-719-1395	Email: phart@myepg.com

Total cost of the requested product/service: \$449,313.98	Total estimated annual (fiscal year) cost of requested product/service: \$449,313.98
Account Number(s): 442.400202.53600.564531.000000.000.000 and 443.410101.53800.564531.000000.0000.0000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	120721-EVS
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Envirosight Pipeline CCTV Truck Build and an Envirosight Verisight Ultra Push Camera, 200' Cable and Locator Wand
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Sourcewell has already invested the necessary manpower, time, effort, and resources to secure the most competitive bid for this product. It would be in the City of Hollywood's best interest to dedicating its

	resources to procuring other items that are not available for piggyback contracts. Additionally, we have previously worked with this company and achieved positive results.
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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		Pricing for this contract is more favorable due to the already established price locked in 2022 by EPG as the lowest bid response to the Sourcwell RFP#120721-EVS
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	YES		Sourcwell has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for this product.
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 in FY-26 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		Sourcewell Contract Sourcewell Extension

5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	YES		Initial Term: 1/26/22 to 1/17/26 Extension: 1/17/27
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 publicly advertised? If yes, please provide the solicitation number.	YES		RFP #120721
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 price provided to Broward County will be provided to City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	YES		Sourcewells Contract #120721-EVS 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 10/1/26
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	YES		Standard 1 year
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: _____ DocuSigned by: Jaime Castillo

Date: 1/12/2026

DS
KDM

Director's Signature: _____ DocuSigned by: Vincent Morello

Date: 1/13/2026

OFFICE OF PROCUREMENT APPROVAL



DocuSigned by:

Otis Thomas

Chief Procurement Officer's Signature: _____

Date: 1/15/2026

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