



Piggyback Checklist

Using Department(s): Department of Public Utilities / Administration

Piggyback Contract Number/Name: City of Palm Bay Contract No. 35-0-2022-SZ

Services/Supplies to be provided: Provide professional Financial Rate and Management Consultant Services for Department of Public Utilities / Administration.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The services are being obtained via piggyback due to the City of Palm Bay advertising the solicitation last year and securing favorable rates. The City of Hollywood would benefit from the prices obtained from this Solicitation through the end of the original contract period date 07/16/2027. If the City of Hollywood issued a solicitation in today's market, due to the increase in labor costs and rates, the City would not get favorable pricing since the current market rates have increased due to inflation.

Procurement Code, Section 38.41(C)(5):

(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.


Piggyback Justification Criteria	YES	NO	COMMENT
Are the piggyback contract's pricing/terms more favorable than pricing/terms we would obtain from issuing our own solicitation or obtaining our own quotes?	Yes		Pricing for this contract was provided by the vendor as the lowest bid response in April 4, 2022. Piggyback pricing is favorable since the solicitation was done prior to the current inflation and rate increase. Rates would be higher if the City issued a solicitation today due to inflation and rate increase.

Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The City of Palm Bay Purchasing Department has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for these services. The City of Hollywood would be best served to dedicate its resources to securing other procurement items not available via a piggyback contract.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding has been provided in the FY23 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 staff.			

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		City of Palm Bay Contract No. 35-0-2022-SZ allows all entities to use the contract.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Yes, the City of Palm Bay competitively bid 35-0-2022-SZ for Financial Rate and Management Consultant Services.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Initial Term: 7/17/2022 – 7/16/2023 1st Renewal: 7/17/2023 – 7/16/2024 2nd Renewal: 7/17/2024 – 7/16/2025 3rd Renewal: 7/17/2025 – 7/16/2026 4th Renewal: 7/17/2026 – 7/16/2027
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		The vendor approves of the City of Hollywood using the contract.

Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		The vendor (Stantec Consulting Services, Inc.) was selected as the lowest bid to Contract No. 35-0-2022-SZ. Stantec Consulting Services, Inc. provides the lowest bid score which included an assessment of pricing for their products/services.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?		No	
Piggyback Contract has liquidated damages (if yes, provide the daily liquidated amount)		No	Includes other remedies for damages/non-compliance.

Requestor's Signature:**Date:** 1/24/2023

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Director's Signature:**Date:** 1/25/2023

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CPO Signature:**Date:** 1/26/2023

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