



Piggyback Checklist

Using Department(s): Department of Public Utilities/ Water Treatment Plant

Piggyback Contract Number/Name: City of Pompano Beach Contract # 1693 awarded to Odyssey Manufacturing Co. (competitively awarded under RFQ E-19-22 design maintenance and repair of chemical feed systems)

Services/Supplies to be provided: The Contractor shall provide maintenance, replacement, new installations and repair work for its chemical systems at the City of Hollywood's Water Treatment Plant. All work shall include labor, materials, equipment, temporary equipment, documentation, engineering services, minor permitting, training, and startup services as needed.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The services are being obtained via piggyback based on the City of Pompano Beach (Pompano) advertised solicitation in July of 2022, and the secured favorable rates. The Pompano contract is an all-encompassing contract that includes professional/consulting services, design, grant application & management, maintenance, and repair of chemical feed systems. The City of Hollywood would benefit from the prices and services obtained from this Solicitation through the end of the original contract period date of 11/13/27. If the City pursued a Solicitation at this time, the escalating cost of these types of services, coupled with the current inflation rates, would result in much higher cost and a financial forfeiture for the City.

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
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?	Yes		City of Pompano Beach's terms and pricing are more favorable since the solicitation was done in July of 2022. 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 contract will save the City's staff time, effort, and resources since City Of Pompano Beach Purchasing Department has already exerted the manpower, time, effort, and resources to obtain a competitive lowest bid for these services.
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 and will be budgeted in subsequent fiscal years

***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 Pompano Beach Contract # 1693 allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		City of Pompano Beach RFQ E-19-22
Piggyback Contract is Valid? Contract Expiration Date: 11-13-27	Yes		Initial Term: 11-14-22 – 11-13-27 1st renewal: 11-14-27 – 11-13-32
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		Vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		Vendor (Odyssey Mfg.Co.) was the only respondent to the RFQ E-19-22.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Includes software warranties relating to equipment, installations, and repair/replacement of components.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	Includes other remedies for damages/non-compliance.

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Luis Montoya

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Requestor's Signature:

Date: 4/26/2023

DocuSigned by:

Vincent Morello

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Director's Signature:

Date: 4/26/2023

DocuSigned by:

Steve Stewart

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CPO Signature:

Date: 4/26/2023