



## Piggyback Checklist

**Using Department(s):** Department of Public Utilities.

**Piggyback Contract Number/Name:** Seminole County contact for Hydrant and Valve Maintenance, Repair, and Flushing Services IFB 603974-CAR.

**Services/Supplies to be provided:** Provide fire hydrant and valve maintenance, repair, and flushing services for over 3000 fire hydrants and valves located in the City of Hollywood.

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** Services requested and provided via piggyback by R&M Service Solutions, LLC is 20% cheaper than using a contract for similar services provide by Madson Barr, Inc. for Broward County BDL2122592B1. Seminole County is a larger organization than the City of Hollywood and has obtained a lower price for these services.

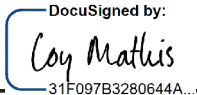
### Procurement Code, Section 38.41(C)(5):

(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		Yes, the piggyback offers better pricing and also more options than current contracts with Broward County.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Yes, a proper protocol process was already executed through Seminole County contract with R&M Service Solutions IFB 603974-CAR.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding is provided in the FY23 budget.
<b>*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.</b>			

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		Yes, Contract prices are extended and guaranteed to any local government or political subdivision, other public agencies or authorities of the state and out of the state. All purchases and

			services are bound by their local governing purchasing ordinances, rules and regulations.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	<b>Yes</b>		Yes, Seminole County awarded R&M Service Solutions through solicitation IFB 603974-CAR that was publicly advertised.
Piggyback Contract is Valid? Contract Expiration Date:	<b>Yes</b>		Contract Term:  Initial Term: 12/11/20 –12/10-23 1st renewal: 12/10/23 -12/10/24 2nd renewal: 12/11/24 -12/11/25
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?	<b>Yes</b>		
Does the piggyback contract have acceptable terms and conditions?	<b>Yes</b>		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	<b>Yes</b>		Vendor approves of City of Hollywood using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	<b>Yes</b>		Yes, Pricing is fair and reasonable . Vendor (R&M Service Solutions) was selected by Seminole County as 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?	<b>Yes</b>		
Piggyback Contract has Warranty Conditions?	<b>Yes</b>		Supplier warrants all workmanship and materials for all described work for a period of two (2) years from the date of the repair or installation.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		<b>No</b>	Includes other remedies for damages/non-compliance.

**Requestor's Signature:**  DocuSigned by:  
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**Date:** 2/27/2023

**Director's Signature:**  DocuSigned by:  
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**Date:** 2/27/2023

**CPO Signature:**  DocuSigned by:  
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**Date:** 2/27/2023