



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Works	Division/Area: Tech Trades
Requestor: Joshua Collazo	Title: Operations Manager
Phone: x3043	Email: jcollazo@hollywoodfl.org

Requested Vendor: S&R Engineering Group Dba Air Changes Mechanical	Vendor Number: # 104955
Address: 1365 NW 98 th Ct. Unit 4 Doral, FL 33172	
Contact Person: Ricardo Ardila	Title: Accounts Manager
Phone: 786-615-3086	Email: rardila@airchanges.us

Total cost of the requested product/service: \$750,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$750,000.00
Account Number(s): 001.500301.51900.531170.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Service Agreement for HVAC Installation, Maintenance and/or Repair Services
Awarding Agency:	City of Fort Lauderdale, FL
Services/Supplies to be provided:	HVAC Installation, Maintenance and/or Repair Services for city owned HVAC systems.
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The Dept. of Public Works has previously utilized the services of Air Changes and is satisfied with the workmanship and professionalism of the company. The City of Fort Lauderdale RFP has locked in HVAC maintenance and repair rates at the best price possible due to its extensive search. These prices are locked in

until June 2026 and will help the city manage its HVAC and air conditioning units at the best available prices and options.

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		This piggyback contract allows the City to get the best prices available as it was advertised from the City of Fort Lauderdale, FL. As the cost of HVAC installation, repairs and parts continue to rapidly increase, this piggyback will allow us to lock in prices and an agreement until 2026. City of Fort Lauderdale, FL expansive advertisement has allowed for this agreement to offer the best prices throughout the state.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		The use of this contract will save the City staff a great deal of time, efforts, and resources due to the amount of time that would be needed to bid such expensive and unique equipment and supplies.
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		FY'26 General Funds

***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
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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		Please see attached information.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		Exp. Date: June 19, 2025. Renewal #1: June 19, 2026 Renewal #2: June 19, 2027
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 Department of Public Works did obtain from the City of Fort Lauderdale written consent to utilize their existing contract with Air Changes Mechanical.
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		This IFB was advertised on the City of Fort Lauderdale's on-line strategic sourcing platform under Event # 33-0: HVAC Installation, Maintenance And/Or Repair Services.
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		Yes, the Air Changes Mechanical's representative ensured that the pricing in the proposal matched the pricing in the quote.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		Being a government entity, The City of Fort Lauderdale's Agreement covers a vast array of terms and conditions suitable for the city of Hollywood.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	Yes		
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		See in the Quote.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.	Yes		\$250 per event.

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: 7/8/2025

DocuSigned by:

RDELORIMIERE@HollywoodFL.org

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Director's Signature:

Date: 7/8/2025

DocuSigned by:

Joseph S Kroll

33471CE32D34436...

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature:

Date: 7/10/2025

DocuSigned by:

Otis Thomas

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DocuSigned by:

William Varandas

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7/8/2025

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A BLANKET PURCHASE AGREEMENT WITH S&R ENGINEERING GROUP LLC, D/B/A AIR CHANGES MECHANICAL FOR HVAC INSTALLATION, MAINTENANCE AND REPAIR SERVICES IN AN AMOUNT UP TO \$750,000.00 FROM OCTOBER 1, 2025 THROUGH JUNE 19, 2026 BASED UPON HVAC INSTALLATION, MAINTENANCE AND/OR REPAIR SERVICES/CAM#23-0390 IN ACCORDANCE WITH SECTION 38.41(C)(5) OF THE PROCUREMENT CODE (PIGGYBACK).

WHEREAS, the Department of Public Works desires to purchase HVAC Installation, Maintenance, and Repair Services for maintenance, repairs and checkups for the City's cooling systems in our building and facilities which need regularly scheduled maintenance and tune ups, these services will extend the life of our current aging HVAC units and will provide emergency services for any unforeseen situations; and

WHEREAS, the desired HVAC Installation, Maintenance, and Repair Services were competitively bid by the City of Fort Lauderdale through HVAC Installation, Maintenance, and/or Repair Services/Event #33-0 on February 15, 2023, and awarded to S&R Engineering Group LLC, D/B/A Air Changes Mechanical ("Air Changes") under HVAC Installation, Maintenance and/or Repair Services/CAM#23-0390; and

WHEREAS, the current term of HVAC Installation, Maintenance and/or Repair Services/CAM#23-0390 is from June 20, 2023 through June 19, 2025, with an option to renew the contract for an additional two additional one-year terms; and

WHEREAS, the first of two additional one-year terms has been extended by the City of Fort Lauderdale for an expiration date of June 19, 2026; and

WHEREAS, Air Changes has agreed to extend to the City the same pricing under the terms and conditions set forth in HVAC Installation, Maintenance and/or Repair Services/CAM#23-0390; and

WHEREAS, the period of performance during which the desired HVAC Installation, Maintenance, and Repair Services will be acquired from October 1, 2025 to June 19, 2026, for an amount up to \$750,000.00; and

WHEREAS, Section 38.41(C)(5) of the Procurement Code allows the Chief Procurement Officer to procure, without 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 and such utilization of other governmental entities contracts shall be permitted only during the term of the other governmental entity's contract; and

WHEREAS, the Director of the Department of Public Works and Chief Procurement Officer recommend that the City Commission approve and authorize the execution of a Blanket Purchase Agreement with Air Changes for HVAC Installation, Maintenance, and Repair Services for the period from October 1, 2025 to June 19, 2026 in an amount up to \$750,000.00; and

WHEREAS, funding for the Blanket Purchase Agreement or Purchase Order has been appropriated and exists in account number(s) 001.500301.51900.531170.000000.000.000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a Blanket Purchase Agreement with Air Changes, together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC

CITY CLERK

APPROVED AS TO FORM:

DAMARIS HENLON
CITY ATTORNEY