



## Piggyback/Cooperative Contract Request Form and Checklist

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

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

<b>Requested Vendor:</b> SFM Janitorial Services, LLC	<b>Vendor Number:</b>
<b>Address:</b> 7500 NW 74 Avenue Medley, FL 33166	
<b>Contact Person:</b> Pascale Lopez	<b>Title:</b> Janitorial General Manager
<b>Phone:</b> 305-818-2424	<b>Email:</b> plopez@sfmtservices.com

<b>Total cost of the requested product/service:</b> \$175,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$175,000.00
<b>Account Number(s):</b>	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	Citywide Janitorial Maintenance Services
<b>Awarding Agency:</b>	City of Hialeah, FL
<b>Services/Supplies to be provided:</b>	To provide all labor, materials, tools and equipment necessary to provide regular and systematic city wide janitorial maintenance services.
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	Janitorial services are being procured via piggyback because of the price and availability using the City of Hialeah contract. Past history has shown that this

	procurement process has produced the most advantageous results for our tire purchases.
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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? <b>Please explain.</b>	Yes		The City of Hialeah contract #2022-23-8500-36-039 for Citywide Janitorial Maintenance Services was competitively solicited and bid for the best current pricing. Past years have shown the City of Hialeah has done an excellent job in procuring a janitorial contract that is below normal industry standards pricing.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		The use of this contract will save the City staff time and money. The bid process for janitorial services is costly and time consuming so by piggybacking this contract it will allow our staff to divert their time and resources to other areas of operation.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	Yes		General fund monies will be used from the FY'25 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"> <li>• Solicitation Packet;</li> <li>• Vendor's Original Bid/Proposal to the Solicitation</li> <li>• Bid/Evaluation Tabulation;</li> <li>• Award Notice;</li> <li>• Executed Contract and any Amendments;</li> <li>• Any additional relevant documents</li> </ul>	Yes		

5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		April 22, 2024 – April 21, 2027 with two – one year renewals: 1 <sup>st</sup> : April 22, 2027 – April 21, 2028, 2 <sup>nd</sup> : April 22, 2028 – April 21, 2029.
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? <b>Please explain.</b>	Yes		City of Hialeah is in state
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? <b>If yes, please provide the solicitation number.</b>	Yes		City-Wide Janitorial Maintenance Services, RFP No. 2022-23-8500-36-039.
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? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	Yes		
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		After discussions with General Manager and reviewing the agreement, it was shown that the agreement provides exact services we are looking for.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? <b>Please attach COI/Risk approval, if applicable.</b>	Yes		
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	N/A		
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>		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:** RD@HOLLYWOODFL.ORG  
Date: 7/8/2025

**Director's Signature:** Joseph S Kroll  
Date: 7/8/2025

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## OFFICE OF PROCUREMENT APPROVAL

**Chief Procurement Officer's Signature:** Atis Thomas  
Date: 7/10/2025

**Signature:** William Varandas  
Date: 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 SFM JANITORIAL SERVICES, LLC. FOR JANITORIAL MAINTENANCE SERVICES IN AN ANNUAL AMOUNT UP TO \$175,000.00 FROM OCTOBER 1, 2025 THROUGH APRIL 21, 2027 UPON CONTRACT CITY-WIDE JANITORIAL MAINTENANCE SERVICES/23-8500-36-039 IN ACCORDANCE WITH SECTION 38.41(C)(5) OF THE PROCUREMENT CODE (PIGGYBACK).

WHEREAS, the Department of Public Works desires to purchase janitorial maintenance services for the City departments on the 2<sup>nd</sup> floor above the library building; and

WHEREAS, the desired janitorial maintenance services were competitively bid by City of Hialeah through City-Wide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039 on August 10, 2023, and awarded to SFM Janitorial Services, LLC. ("SFM") under City-Wide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039; and

WHEREAS, the current term of City-Wide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039 is from April 22, 2024, through April 21, 2027, with an option to renew the contract for an additional two (2) one-year renewal periods; and

WHEREAS, SFM has agreed to extend to the City the same pricing under the terms and conditions set forth in City-Wide Janitorial Maintenance Services/RFP No. 2022-23-8500-36-039; and

WHEREAS, the period of performance during which the desired janitorial maintenance services will be acquired for the period from October 1, 2025 to April 21, 2027, for an annual amount up to \$175,000.00; 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 SFM for janitorial maintenance services for the period from October 1, 2025 to April 21, 2027 in an annual amount up to \$175,000.00; and

WHEREAS, funding for the Blanket Purchase Agreement has been appropriated and exists in account number(s) 001.500304.51900.531170.000000.000.000.

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 SFM Janitorial Services, LLC., 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