



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s):</b> Public Utilities	<b>Division/Area:</b> Underground Utilities
<b>Requestor:</b> Jaime Castillo	<b>Title:</b> UU Manager
<b>Phone:</b> 954-921-2995	<b>Email:</b> jcastillo@hollywoodfl.org

<b>Requested Vendor:</b> R&M Service Solutions, LLC	<b>Vendor Number:</b> 103338
<b>Address:</b> 3933 Martin Luther King Jr. Blvd, West Palm Beach, FL 33404	
<b>Contact Person:</b> Mike George	<b>Title:</b> President
<b>Phone:</b> 561-798-3224	<b>Email:</b> mgeorge@rmservicesolutions.com

<b>Total cost of the requested product/service:</b> \$200,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$200,000.00
<b>Account Number(s):</b> 442.400201.53600.552270.000000.000.000. 442.400201.53600.552250.000000.000.000	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	IFB 24-091 Fire Hydrant Maintenance, Repair and Replacement Services.
<b>Awarding Agency:</b>	Town of Longboat Key, FL
<b>Services/Supplies to be provided:</b>	Provide Fire Hydrant Maintenance Testing, Painting, Repair, and Replacement of fire hydrants.
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	The Town of Longboat Key has already invested the necessary manpower, time, effort, and resources to secure the most competitive bid for these services. The City of Hollywood's best interest is to dedicate its

	resources to procuring other items that are not available for piggyback contracts. Additionally, we have previously worked with R&M Service solutions and achieved positive results.
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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		R&M Service Solutions have provided prices for this contract, LOLC as the lowest bid response.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		The Town of Longboat Key has already invested the necessary manpower, time, effort, and resources to secure the most competitive bid for these services
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		Funding will be provided FY26 budget, and no grant funds will be used.

**\*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> </ul>	Yes		Executed Contract Town of Longboat Key Bid Evaluation Tabulation COI

	<ul style="list-style-type: none"> <li>Any additional relevant documents</li> </ul>			
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		Contract Valid until January 2, 2028 with two (2) additional one (1) year renewals.
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		The contract allows utilization by other governmental entities.
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		IFB #24-091
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		The same pricing that is being offered to Town of Longboat Key, FL will be received by the City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		Town of Longboat Key, FL IFB #24+091 terms and conditions prevail over the City's Purchasing Order terms and conditions.
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		Risk Approved COI Expires 7/21/26
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>		No	N/A
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>		No	N/A

### 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:** 11/12/2025

DocuSigned by:

*Jaime Castilla*

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**Director's Signature:** \_\_\_\_\_

**Date:** 11/12/2025

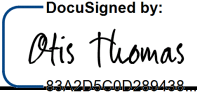
DocuSigned by:

*Vincent Morella*

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OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:  
  
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Chief Procurement Officer's Signature: \_\_\_\_\_  
Date: 11/13/2025