

**PIGGYBACK/COOPERATIVE PURCHASE REQUEST FORM**

revised 4/20/2022

**PROCUREMENT MANAGEMENT DIVISION**

Requesting Department: NMB WATER  
 Primary Contact Name: Andrea Suarez Abastida  
 Primary Contact E-mail: Andrea.Suarez@citynmb.com  
 Secondary Contact Name: Carlos Carrazana  
 Secondary Contact E-mail: carlos.carrazana@citynmb.com  
 Department Phone: 305.770-5139  
 Department Fax: \_\_\_\_\_

Company Name: Condo Electric Motor Repair  
 Contact Name: Hector Gomez  
 Company Address: 3615 East 10th Court  
Hialeah, Florida 33013  
 Company Phone: 305.691.5400  
 Company Fax: 305 691-6564  
 Company E-mail: condoel@condoelectric.com  
 Vendor Registration #: 230160

**Piggyback Contract Details**

1. Contract Title: Electric Motor and Pump Repair  
  - a. Awarding Agency City of Plantation
  - b. Solicitation # 030-22
  - c. Solicitation included? Yes ☐ Awarded Letter included? Yes ☐ Proposal/Quote from Company included? Yes ☐
2. Description of the Scope of Service of This Contract: Repair, modification and replacement of various types of electric motors and pumps
3. Total Value of Contract: \$ 120,000.00
4. Account Number(s): FY 2023 410904-533460 FY \_\_\_\_\_

**Contract Verification Information**

5. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product / service? Yes ☒ No ☐
6. Would this purchase(s) result in the potential of future purchases for related products/ services being restricted to a particular vendor or create a specific vendor as sole source provider for the related items? Yes ☒ No ☐
7. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase? Yes ☐ No ☐  
 If yes, please attach a draft maintenance plan which includes cost estimates and funding sources(s).

**Required Documents Checklist**

Contract Explanation Memo ☒ Solicitation ☐ Award Letter ☒ Proposal/Quote ☐  
 Renewal Letter ☐ Risk Manager Approved Insurance Certificate ☒ Vendor Registration Form ☒

**Grant Information (only applicable if grant related purchase)**

11. Provide details (expiration dates, special requirements, etc). \_\_\_\_\_
12. Will this require matching funds? Yes ☐ No ☐
13. Grant source? \_\_\_\_\_ Grant (dollar) amount? \_\_\_\_\_
14. Complete an advanced search of the vendor recommended for award on the federal governments system for Award Management at [www.sam.gov](http://www.sam.gov). Attach a copy of the results.

Approved

Date

Carlos Carrazana

10/01/2022

Form Prepared By:

Dept. Head:

A. Suárez Abastida

10/01/2022

HR Director:  
(Employee/ Risk Only)Chief Information Officer:  
(Technology Only)Chief Procurement Officer:  
(Purchases/Contract up to \$25,000.00)

DocuSigned by:

Phillip Ford

11/9/2022

City Manager:  
(Purchases/Contracts up to \$50,000.00)

DocuSigned by:

A. Ford

11/14/2022

Purchases/Contracts exceeding \$50,000.00 will be placed on the next Commission Agenda pending Procurement review

**3-4.3 Use of Other Governmental Entities' Contracts**

Subject to the spending limitations in Section 3-3.14 and upon a determination that the supplies, materials, equipment or contractual services needed by the City are comparable to solicitation procedures substantially equivalent to the requirements of the North Miami Beach Purchasing Code, the Purchasing Agent may procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with the State of Florida, 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; provided, however, that this section shall apply only if (i) the supplies, materials, equipment or contractual services are the subject of a price schedule negotiated by the State of Florida or the United States government, or (ii) the supplies, materials, equipment or contractual services are the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.

**PROCUREMENT EXPLANATION MEMO***PROCUREMENT MANAGEMENT DIVISION*

TO: **Arthur H. Sorey, III**  
City Manager

VIA: **Phillip Ford**  
Chief Procurement Officer

FROM: Andrea Suarez-Abatida  
Name  
Director of NMB Water  
Title/Department

DATE: 10/01/2022

RE: Electric Motor and Pump Repair

**Fiscal Amount not to Exceed:** \$ 120,000.00

**Vendor #** 230160

**Purpose (How does it align with City NMB Strategic Plan?):**

In keeping with the city of North Miami Beach ( " City" ) Strategic Plan Mission of providing a safe environment for residents and visitor, and being fiscally responsible, a request is being made to obtain a service contract with Condo Electric. This contract will ensure continued performance and reliability of specialty motors and pumps throughout NMB Water, and therefore increasing our utilities reliability by ensuring there is no disruption of water service.

**Background:**

NMB Water owns a large number of specialty motors and pumps ranging in size from 1OHP to 450 HP. These assets represent a significant monetary value to our utility, as well as a great value in the work they perform. The proper, and continued service, repairs, and replacement of specialty motors and pumps throughout NMB Water is a large part of the daily maintenance efforts in the utility. Condo Electric has been our partner in maintenance of these assets for many years, and it is in the City's best interest to

**Recommendation:**

NMB Water recommends a contract be awarded to Condo Electric to continue in our ongoing efforts to maintain our valuable equipment in top operating performance and ready to meet the demands of our NMB Water utility.

**Fiscal Impact / Account Number(s):**

FY2023 / 410904-533460

**Contact Person(s):**

Andrea Suarez-Abatida Director of NMB Water & Carlos Carrazana WTP Manager