



### Piggyback Checklist

Using Department(s): Public Works

Piggyback Contract Number/Name: #24155/Tires, Tubes and Services

Services/Supplies to be provided: To purchase tires for all City vehicles.

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): Tires and accessories are being procured via piggyback because of the price and availability using the State of Iowa Administrative Services contract. Past history has shown that this procurement process has produced the most advantageous results for our tire purchases.

**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		Iowa Department of Administrative Services contract #24155 for Tires, Tubes and Services was competitively solicited and bid for the best current pricing. Past years have shown the Iowa Administrative Services has done an excellent job in procuring a tire contract that is below Manufacturer's Standard Retail Pricing (MSRP) or the manufacturer's published list price for any item and options.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		The use of this contract will save the City staff time and money. The bid process is costly and time consuming so staff will be able to divert those resources elsewhere. Additionally, on July 27, 2023, solicitations went out nationwide for prospective bidders to register for bid qualification.

Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes	General Fund monies 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 staff.		

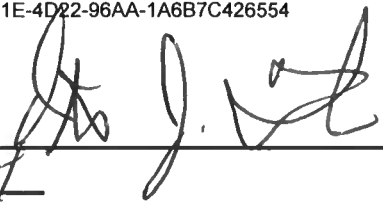
ITEMS VERIFIED	YES	NO	COMMENT
Does the piggyback contract allow the utilization of the contract by other entities, including use in the state of FL if it's an out of state contract?	Yes		Iowa Administrative Services Contract #24155 allows for use by all government agencies.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?			Solicitation RFP0223005113 was released on July 27, 2023 and closed on September 13, 2023.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		June 30, 2027
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?	Yes		
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		Kenny Miller, Govt. Sales Contract Manager for Goodyear approved the use of this contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?	Yes		Goodyear offers a variety of different warranties based on the type of tires purchased. All warranties are documented in the contract starting on pg. 41.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	Yes		Liquidated damages will be for 1% of the value of the order for every day that the default is not cured by the Contractor.

DocuSigned by:  
**Requestor's Signature:** RDELOKIMIERE@HollywoodFL.org  
**Date:** 5/14/2024

DocuSigned by:  
**Director's Signature:** Joseph S Krull  
**Date:** 5/14/2024

**CPO Signature:**

**Date:** 5/16/24

A handwritten signature in black ink, appearing to be "A. J. [unclear]", written over a horizontal line.