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xybix proposal value
updated

10/23/2025

Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Department of Design & Construction Management	Division/Area:
Requestor: Heather Guenot	Title: Sr. Project Manager
Phone: 954-921-3931	Email: hguenot@hollywoodfl.org

Requested Vendor: ErgoFlex Systems, Inc d/b/a Xybix Systems, Inc.	Vendor Number: pending
Address: 8207 SouthPark Circle, Littleton, CO 80120	
Contact Person: Jared Batchelor	Title: Gulf States Territory Manager
Phone: 813-263-5424	Email: JaredB@xybix.com

Total cost of the requested product/service: Approximately \$150,000.00 Proposal value \$135,652.43	Total estimated annual (fiscal year) cost of requested product/service: This is a one-time cost, for purchasing communications consoles for the New Police Headquarters project. Approximately \$150,000.00/year for 1 year \$135,652.43 per year for 1 year
Account Number(s): 334.179901.51900.564510.001190.000.000.	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Alternate Contract Source No 43190000-22-NASPO-ACS
Awarding Agency:	Department of Management Services (Department)
Services/Supplies to be provided:	This is a one-time cost, for purchasing communications consoles for the New Police Headquarters project.

Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	We have evaluated multiple suppliers of communications and determined that Xybix provides a quality product at an appropriate price through this contract.
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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? Please explain.	x		Obtaining our own solicitation would add time and delay the substantial completion date of this project, which is scheduled for April 30, 2026; this would therefore also delay the final completion of this Project, which is set for July 30, 2026. This would also add costs to the project.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	x		Yes, prices have been competitively bid and this piggyback will save staff time and money vs going out to bid.
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.	x		FY'26 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
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: - Solicitation Packet; - Vendor's Original Bid/Proposal to the Solicitation - Bid/Evaluation Tabulation; - Award Notice; - Executed Contract and any Amendments; - Any additional relevant documents	x		
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	x		Contract is valid January 1, 2022 – December 31, 2026.

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.	x		yes
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	x		yes
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.	x		yes
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	x		yes
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	x		Under review
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	x		Will be provided
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		x	

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: 10/16/2025

DocuSigned by:

Heather L. Bennett
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Director's Signature: _____
Date: 10/20/2025

DocuSigned by:

Elisa A. Iglesias
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OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____
Date: 10/22/2025

DocuSigned by:

Otis Thomas
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