



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Works	Division/Area: Fleet
Requestor: William Varandas	Title: Fiscal Affairs Manager
Phone: x4509	Email: wvarandas@hollywoodfl.org

Requested Vendor: NAPA Auto Parts	Vendor Number: 06488
Address: 2999 Wildwood Parkway Atlanta, GA 30339	
Contact Person: Don Lachance	Title: National Sales Manager Government Fleet
Phone: 404-386-4157	Email: don_lachance@genpt.com

Total cost of the requested product/service: \$1,050,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$350,000.00
Account Number(s): 557.510101.51900.552120.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	#100124-GPC
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Aftermarket Vehicles Parts and Supplies
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The NAPA Auto Parts contract already has the goods/services we need at a discounted set price. Also, the contract has renewal terms for three (3) additional years, saving the city money from price increases for the next six (6) years.

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		Yes, the piggyback contract's pricing is more favorable than pricing we would obtain on our own. The City examined alternative contracts and found NAPA Auto Parts has consistently delivered high quality work on time.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		This piggyback will save the City staff a great deal of time and resources that can be used in other areas of demand.
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 General Funds.

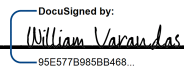
***If you answered "No" to any of the questions above in this section, please disregard piggybacking the desired services/supplies and terminate any further completion of this form unless otherwise granted administrative approval to piggyback by authorized City Management or Procurement staff.**

No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: <ul style="list-style-type: none"> • 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		Information is attached.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.			Initial term: January 9, 2025, to January 10, 2029. Three (3) additional one-year renewal options. Renewal #1 January 11, 2029, to January 10, 2030. Renewal #2 January 11, 2030, to January 10, 2031. Renewal #3 January 11, 2031, to January 10, 2032.

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		Allows for use by all government entities.
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		RFP #100124.
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		The vendor agreed to honor the same pricing.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		The Department reviewed the contract terms and conditions and deemed them acceptable.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	N/A		
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	X		Sourcewell RFP #100124 Aftermarket Vehicle Parts and Supplies Page 5, Section C. Requirements #5. Some parts have limited warranty through the manufacturer.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.	N/A		

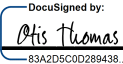
REQUESTING DEPARTMENT RECOMMENDATION

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: 5/12/2026

Director's Signature:  _____
Date: 5/12/2026

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature:  _____
Date: 5/13/2026