



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Office of Parking and Code Compliance	Division/Area: Parking
Requestor: Natnael Jowhar	Title: Parking Operations Manager
Phone: 954-921-3547	Email: njowhar@hollywoodfl.org

Requested Vendor: T2 Systems Canada Inc. Dba T2 Systems, Inc.	Vendor Number: 36313
Address: 8900 Keystone Crossing, Suite 700, Indianapolis, IN 46240	
Contact Person: Clint Sparks	Title: Channel Partnerships Manager
Phone: T 317-524-7471, M 423-504-4297	Email: Clint.Sparks@t2systems.com

Total cost of the requested product/service: \$616,125.00 (hardware, installation, spare parts)	Total estimated annual (fiscal year) cost of requested product/service: \$616,125.00
Account Number(s) 446.159901.54500.564531.001905.000.000, 446.150103.54500.552140.000000.000.000, 446.150103.54500.534980.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	RFP #080321 Parking Management Systems with Related Equipment, Supplies, and Services
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Multi-space parking pay stations, installation, webhosting, warranty, maintenance 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 Parking department currently has 143 pay stations that were originally purchased from T2 Systems, of which 52 pay stations are beyond their useful life and need to be replaced.

For operation efficiency and continuity, it is important to have all pay stations on the same platform.

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		T2 Systems is offering a 42% discount off list price for hardware and 35% discount on pay station software. T2 System also offers volume discounts. The RFP had 21 proposals and T2 Systems rated the highest.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		Use of this cooperative contract will save bid and staff time. A procurement of this type would take 6-12 months and issuing a formal solicitation is not recommended at this time because the pay stations located at Hollywood beach are beyond their useful life and need to be replaced in the next six months.
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		

***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		Solicitation document, vendor contract along with proposal, evaluation tabulations, and price list are attached.

5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	X		Effective Date: October 5, 2021 – October 4, 2025 Renewal: 10/05/2025-10/04/2026
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		This is a cooperative contract formulated by Sourcewell for the use by other 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		The services were published via a competitive solicitation, RFP #080321
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 purchase of the pay stations will not extend beyond the expiration date of the contract. The recurring services needed for the pay stations such as webhosting are not subject to the expiration date of the contract since they are covered under the software exception rules.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		The requestor has reviewed all terms and conditions contained in the RFP. In addition, the vendor has agreed to all terms and conditions pursuant to existing agreement between T2 Systems and City of Hollywood.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	X		COI and Risk approval attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	X		The warranty section is on page 27, Table 9A of the contract/proposal document. The pay stations include a two-year warranty. Standard warranty is return and repair of any defective parts. Software and firmware are included in warranty coverage.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.	X		The contract mentions liquidated damages on page 11, however, it doesn't provide a daily amount. It states that the non-defaulting party may exercise any remedy provided by law or equity or terminate the contract.

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: _____

Director's Signature: _____

Date: _____

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: _____