



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Police	Division/Area: Administration
Requestor: Thomas Hughes	Title: Police Officer
Phone: 954-967-4636	Email: thughes@hollywoodfl.org

Requested Vendor: Centurion Partners and Health d.b.a. Fitnessmith	Vendor Number: 101953
Address: PO Box 3569 Boynton Beach, FL 33424 Palm Beach	
Contact Person: Jason Mattson	Title: Salesperson
Phone: 561-529-5590	Email: jmattson@fitnessith.com

Total cost of the requested product/service: \$167,559.46	Total estimated annual (fiscal year) cost of requested product/service: \$167,559.46
Account Number(s): 334.179901.52100.564531.001190.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	FY22-128 Gym Equipment
Awarding Agency:	Broward County School Board
Services/Supplies to be provided:	Various Gym Equipment
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Contract FY22-128 was solicited by the Broward County School Board for a catalog of gym equipment to streamline purchasing for local government, provide strategic sourcing, and promote cost-effective use of goods.

§ 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.	Yes		Yes, the Broward County School Board pricing is more favorable than the pricing we would obtain from our solicitation/quotes.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		It will save bid time, and provide strategic sourcing, and cost savings.
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.	Yes		FY26 Capital Funding

***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 	Yes		
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		Renewed: 11/1/2025 through 10/31/2026
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.	Yes		Permission to piggyback attached
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	Yes		Invitation to Bid (ITS) 16-097N Gym Equipment

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.	Yes		The pricing quoted by Fitnessmith is matched to the percentage off discount located on the attached pricelist.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		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.	Yes		Please see attached
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		Manufacturer's Warranty
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.	No		

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: 11/4/2025

DocuSigned by:

Thomas Hughes

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Director's Signature:

Date: 11/4/2025

DocuSigned by:

Jeffrey Devlin

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Initial

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OFFICE OF PROCUREMENT APPROVAL

DocuSigned by:

Atis Thomas

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Chief Procurement Officer's Signature:

Date: 11/4/2025