



Piggyback Checklist

Using Department(s): Parks, Recreation & Cultural Arts

Piggyback Contract Number/Name: Sourecwell #041123-MSL

Services/Supplies to be provided: Purchase and installation of LED sports lighting

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The City currently utilizes Musco Lighting equipment at the sports facilities. In addition to operational continuity, Musco is a proven commodity and allows for central control of sport fields lighting.

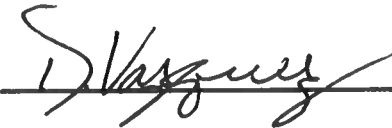
Procurement Code, Section 38.41(C)(5):

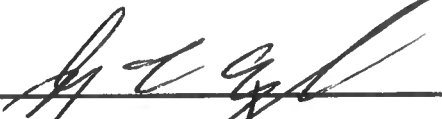
(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental 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?	X		Sourecwell is a nationally recognized procurement entity.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	X		Significant time, efforts and resources.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	X		No grant funds will be utilized in this purchase.
*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?	X		
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	X		
Piggyback Contract is Valid? Contract Expiration Date:	X		June 16, 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?	X		
Does the piggyback contract have acceptable terms and conditions?	X		

Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	X		
Is pricing "Fair and Reasonable" in the piggyback contract?	X		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	X		
Piggyback Contract has Warranty Conditions?	X		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		X	

Requestor's Signature: 
Date: 09/05/2024

Director's Signature: 
Date: 9/11/24

CPO Signature: 
Date: 9/16/24



CITY OF HOLLYWOOD, FLORIDA

OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

Piggyback Request Form

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

Date 09.05.2024

Department/Office Parks, Recreation & Cultural Arts

Division/Area 309901

Requestor D.Vazquez

Title Assistant Director

Phone 954.921.3404

Email d.vazquez@hollywoodfl.org

1. Requested Vendor Musco Sports Lighting, LLC

Vendor Number 26342

Address 100 1st Avenue West, Oskaloosa, IA 52577

Contact Person Jason Frucht

Title South FL Sales Representative

Phone 954.732.5674

Email jason.frucht@musco.com

2. Contract title and number requesting to piggyback? Sourcewell Contract #041123-MSL

Awarding Agency City is a member

Contract Expiration Date June 16, 2027

Copy of Contract and Awarding Agency documentation is attached (provide if available).

☒ Yes ☐ No

3. Product/Service being requested (be specific). LED Sports Lighting

4. Detailed description of the product/service's function and purpose. Replacement and upgrade of sports court lighting at Garfield Street Paddleball Courts and David Park Tennis Center.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Spoke with multiple vendors for both locations.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

☒ Yes ☐ No

Please explain The City uses Musco Sports Lighting at other sport facilities and Sourcewell is the most advantageous source to piggyback.

7. Total cost of the requested product/service. \$450,000.00

8. Total estimated annual (fiscal year) cost of requested product/service. 0.00

Account Number(s) 334.309901.51900.564531.001881.000.000

9. Is this product/service covered by a warranty? ☒ Yes ☐ No

If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

If yes, please explain _____

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 based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.

D. Vazquez
Requestor's Signature

09/05/2024
Date

[Signature]
Director's Signature

9/5/24
Date