



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 12/05/2024

Department/Office Police

Division/Area Fleet

Requestor Madonna Dell'Olio

Title Fiscal Affairs Manager

Phone 954-967-4375

Email mdellolio@hollywoodfl.org

1. Requested Vendor Various Venders under FSA24-VEL32.0 for Pursuit, Administrative & Other Vehicles and FSA23-EQU21.0 for Equipment

Vendor Number N/A - Multiple

Address N/A - Multiple

Contact Person N/A - Multiple

Title N/A - Multiple

Phone N/A - Multiple

Email N/A - Multiple

2. Contract title and number requesting to piggyback? FSA24-VEL32.0 for Pursuit, Administrative & Other Vehicles and FSA23-EQU21.0 for Equipment

Awarding Agency Florida Sheriffs Association

Contract Expiration Date September 30, 2025

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

Yes No

3. Product/Service being requested (be specific). Specialty vehicles and equipment

4. Detailed description of the product/service's function and purpose. Supplement vehicles that are not included in the planned Enterprise purchases for fiscal year 2025

5. Please explain what process the Department/Office took to verify and/or identify this contract. Piggyback contracts FSA24-VEL32.0 and FSA23-EQU21.0 are Cooperative Agreements procured by the Florida Sheriff's Association (FSA) that offers shared goods, streamlined purchasing, strategic sourcing and cost-effectiveness for local governments.

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 decision to piggyback was made for pricing considerations.

7. Total cost of the requested product/service. \$1,000,000.00

8. Total estimated annual (fiscal year) cost of requested product/service. \$1,000,000.00

Account Number(s) TBD _____

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.

DocuSigned by:
Madonna Dell Olio
56C5766E022443C...

12/5/2024
Date

DocuSigned by:
Jeffrey Devlin
9192390979AC450...

12/9/2024
Date

Director's Signature



Piggyback Checklist

Using Department(s): Police Department

Piggyback Contract Number/Name: FSA24-VEL32.0 for Pursuit, Administrative & Other Vehicles and FSA23-EQU21.0 for Equipment

Services/Supplies to be provided: Specialty vehicles and equipment

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): Piggyback contracts FSA24-VEL32.0 and FSA23-EQU21.0 are Cooperative Agreements procured by the Florida Sheriff's Association (FSA) that offer shared goods, streamlined purchasing, strategic sourcing, and cost-effectiveness for local governments.

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?	Yes		Yes, the FSA offers government pricing, and is more favorable than the pricing we would obtain from our solicitation/quotes.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		It will save bid time, and provide strategic sourcing, and cost savings through a cooperative group purchasing agreement.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Funding is included in the FY 2025 operating budget.

***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?	Yes		The piggyback agreement is a Cooperative procured by the FSA for shared goods for use by state and local governments.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		An ITB was issued via FSA24-VEL32.0 and FSA23-EQU21.0

Piggyback Contract is Valid? Contract Expiration Date: September 30, 2025	Yes	September 30, 2025
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?	Yes	The price quote reflects the vehicle type/cost awarded under the piggyback contract
Does the piggyback contract have acceptable terms and conditions?	Yes	The Department reviewed the contract terms and conditions and deemed them acceptable
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes	The vendor approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes	Prices and Percentages for items and options reflect the most complete item price, are below MSRP, and cover the cost of the item or option. Also, Prices and Percentages are Free on Board (FOB) destination, including delivery to the purchaser.
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	N/A	
Piggyback Contract has Warranty Conditions?	Yes	Referenced in section 3.22 of the contract
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)	Yes	Per FSA contract Section 3.25, the daily amount for liquidated damages is \$25.00/day

DocuSigned by:
Requestor's Signature: *Madonna Dell Olio*
 Date: 12/5/2024

DocuSigned by:
Director's Signature: *Jeffrey Devlin*
 Date: 12/9/2024

DS
St

DocuSigned by:
CPO Signature: *Otis Thomas*
 Date: 12/10/2024