



Department of Public Utilities  
Public Utilities Administration  
Inter-Office Memorandum

**DATE:** September 10, 2024

**FILE:** PU-24-116

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** ds  
AR Adam Reichbach  
Assistant City Manager for Finance and Administration

**VIA:** ds  
GZ Gus Zambrano  
Assistant City Manager for Sustainable Development

**THRU:** ds  
H Otis Thomas  
Director, Procurement and Contract Compliance

**FROM:** ds  
KDM Vincent Morello, P.E.  
Director, Public Utilities

**SUBJECT:** Recommendation to Approve the Execution of a Blanket Purchase Agreement with Jeffrey Allen Inc. for the Purchase of Golf Vehicles plus Related Accessories, Equipment, Parts, and Services in an annual amount up to \$50,000.00 during the period of September 10, 2024, to December 31, 2026. The Procurement Method used is Piggyback.

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**ISSUE:**

The Department of Public Utilities (DPU) requires Golf Vehicles/Carts plus related accessories, equipment, parts, and services. The DPU owns over 25 electric golf carts used for intra-facility transportation at the Southern Regional Wastewater Treatment Plant. These carts are used by and in support of operations, maintenance, and electrical staff carrying out their daily duties throughout both facility's large footprints.

The Wastewater Treatment Plant (WWTP) chose Jeffrey Allen as the preferred vendor because the golf carts they offer are better suited for the terrain at the Wastewater Treatment Plant. The specific type of golf cart is the Club Car Onward which offers the ability to be fitted with a lift kit to give additional ground clearance in areas that flood and over uneven surfaces, making them better suited for use in the WWTP as compared to those offered by other vendors.

A competitive process bid was performed via RFP No. EV2671 for Utility, Transportation, Golf Vehicles, Related Accessories, Equipment, Parts, and Services by the City of Kansas City, Missouri. Contract # EV2671-01 was resultingly issued to Club Car LLC for an initial

term of January 1, 2020 -- December 31, 2026, with four optional one-year renewals. Jeffrey Allen Inc., the authorized Club Car LLC vendor for this area has agreed to allow the City of Hollywood to piggyback RFP No. EV2671 under the same terms, conditions, and pricing.

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS**

**(C)(5) Piggyback purchases:**

*The CPO 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 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.*

***Pursuant to Section 38.38 of the Procurement Code, the City Manager or designee will have authority to approve and execute contracts up to \$100,000.***

Funding has been provided in the FY24 Budget for the DPU in Account Numbers 442.400601.53600.546350.000000.000.000, 442.400601.53600.546310.000000.000.000, and will be budgeted in subsequent fiscal years' operating budgets subject to approval and adoption by the City Commission.

**RECOMMENDATION:**

Authorize the Execution of a Blanket Purchase Agreement with Jeffrey Allen Inc. for the Purchase of Golf Vehicles/Carts plus Related Accessories, Equipment, Parts, and Services in an annual amount up to \$50,000.00.

DocuSigned by:

George Keller

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9/17/2024

APPROVED BY: George R. Keller, Jr. CPPT  
City Manager

Date:

Attachments: RFP EV2671 Utility Transportation RFP 2019.06.12  
Omnia Contract Award Docs Club Car LLC 2019.10.31  
Warranty  
Signed Contract EV2671-01 Club Car 2020.01.01 Redacted  
EV2671-01 CLUB CAR Amendment 2  
Club Car LLC - Authorized Dealer - (Jeffrey-Allen Inc)  
Piggyback Request Form and Checklist  
Jeffrey Allen COI & RISK Approval