



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Works	Division/Area:
Requestor: Rosendo Prieto	Title: Assistant Director
Phone: x3043	Email: rprieto@hollywoodfl.org

Requested Vendor: The Peterbilt Store	Vendor Number: 102165
Address: 2441 South State Rd 7, Ft Lauderdale FL 33317	
Contact Person: JD Cauthen	Title: Sales Representative
Phone: 954-901-9125	Email: jcauthen@thepetestore.com

Total cost of the requested product/service: \$335,120.00	Total estimated annual (fiscal year) cost of requested product/service: \$335,120.00
Account Number(s): 445.519901.51900.564520.000117.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	#032824 Peterbilt
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Peterbilt 520 Rear Loader Garbage Truck
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The Peterbilt 520 Rear Loader Garbage Truck is being procured via piggyback from The Peterbilt Store because of pricing and availability using the Sourcewell contract #032824-PMC Peterbilt.

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.	Yes		Sourcewell #032824-PMC Peterbilt was competitively solicited and bid for the current pricing. Over the years, Fleet has received the best pricing by using contracts that were bid on via Sourcewell. Listed in Sourcewell, Contract #032824-PMC Peterbilt shall be below Manufacturer's Standard Retail Pricing (MSRP) or manufacturer's published list price for any item and options.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		The use of this contract will save the City staff time and money. The bid process is costly and time-consuming so staff will be able to divert those resources elsewhere. Additionally, on April 16, 2020, solicitations went out both nationally and statewide for prospective bidders to register for bid qualifications. The two-month advertisement resulted in 25 qualified bidders.
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		FY'26 General Fund

***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.**

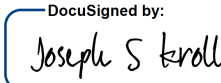
No.	ITEMS VERIFIED	YES	NO	COMMENT
4	Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes: - Solicitation Packet; - Vendor's Original Bid/Proposal to the Solicitation - Bid/Evaluation Tabulation; - Award Notice;	Yes		Please see attached.

	- Executed Contract and any Amendments; - Any additional relevant documents			
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		Expiration Date: July 9, 2028 Renewal #1: July 9, 2029 Renewal #2: July 9, 2030 Renewal #3: July 9, 2031
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		Sourcewell contract #032824 Peterbilt allows for use by all government agencies.
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		RFP #032824 Peterbilt was advertised throughout N. America.
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 purchase of the new 20YD rear loader does fall under this contract and will not extend beyond the expiration date.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		Sourcewell contracts are specifically designed to be utilized by government agencies throughout N. America.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	No		A COI is not needed as we will be picking up the purchase from the store.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		Vendor warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Vendor warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Vendor's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the Vendor's warranty will be passed on to the Participating Entity.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		No	

REQUESTING DEPARTMENT RECOMMENDATION

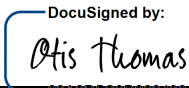
Note: By signing and returning this form, you are verifying and acknowledging that you have reviewed all portions (scope, terms, conditions, pricing, etc.) of the requested contract(s) and recommend its/their approval to the Office of Procurement based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.

Requestor's Signature: 
Date: 10/20/2025

Director's Signature: 
Date: 10/20/2025



OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: 
Date: 10/22/2025