



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Information Technology	Division/Area: 1345
Requestor: Steve Viscardi	Title: Assistant Director
Phone: 954-921-3215	Email: sviscardi@hollywoodfl.org

Requested Vendor: CDW Government LLC	Vendor Number: 12427
Address: 230 N. Milwaukee Ave., Vernon Hills, IL 60061	
Contact Person: Matt Leone	Title: Account Representative
Phone: 866-465-9848	Email: matleon@cdwg.com

Total cost of the requested product/service: \$1,200,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$400,000.00
Account Number(s): Various IT and City Departments' Operating Budget Accounts	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Sourcewell 121923-CDWG
Awarding Agency:	State of Minnesota
Services/Supplies to be provided:	Hardware and software equipment and services
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The savings that this contract provides is advantageous to the City, as opposed to purchasing at retail price. Since these products were already solicited by the State of Minnesota, the City also saves time, cost, and resources, if a solicitation were to be posted.

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		Pricing would be the same or higher compared to piggyback pricing due to volume discounts.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		The time and effort to create our own RFP would be considerable.
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		Funding will be from various IT and other City Departments' Operating Budget accounts.

***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 Response/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		Contract expires February 27, 2028.
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 121923-CDW is available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

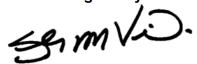
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	Yes		Sourcewell RFP #121923
8	Goods/Services/Pricing requested by the Using Department(s) match those allowed under the piggyback contract 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		
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	Yes		CDW-G is a reseller and insurance terms are set as part of the contract.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		Section 2(B)
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: 11/25/2024

DocuSigned by:

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Director's Signature: _____

Date: 11/25/2024

DocuSigned by:

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OFFICE OF PROCUREMENT APPROVAL

DS


Chief Procurement Officer's Signature: _____

Date: 11/26/2024

DocuSigned by:

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