



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Parks, Recreation & Cultural Arts	Division/Area: Administration
Requestor: Joaquin Arellano	Title: Special Projects & Administrative Manager
Phone: 954.921.3404	Email: jarellano@hollywoodfl.org

Requested Vendor: Fonroche Lighting America	Vendor Number:
Address: 2224 SE Loop 820, Building C, Fort Worth, TX 76140	
Contact Person: Eleazar Acosta	Title: Sales Manager
Phone: 339-225-4530 ext. 228	Email: Eleazar.acosta@fonroche.us

Total cost of the requested product/service:	Total estimated annual (fiscal year) cost of requested product/service: \$250,000 annually
Account Number(s): PRCA. 001.300701.57200.531170.000000.000.000 AACH Grant. 111.309801.57200.563010.001301.000.000 PW. Place Holder	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Sourcewell Solicitation RFP No. 045125 -FNR Smart Infrastructure Solutions, Outdoor Sensors, and Related Products and Services
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Furnish and Installation of Solar Lighting products
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Product has already been competitively bided and piggyback will yield lower price.

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, Item would be significantly more expensive if solicitate again by the City. No alternative Contracts were found.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	✓		Solicitation has already been competitively bided.
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.	✓		City General & Capital Funded Projects. Grant Funder Approval Letter attached.

***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 Bid/Proposal to the Solicitation• Bid/Evaluation Tabulation;• Award Notice;• Executed Contract and any Amendments;• Any additional relevant documents	✓		All documents attached.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	✓		Initial. August 05, 2025 – July 22, 2029. Renewal. 3 additional 1-year extensions Total of 7 years Pg. 2 of Master Agreement

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.	✓		Piggyback Contract does allowed in 50 state. Page 16 of Contract renewal doc.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	✓		Solicitation RFP No. 045125 -FNR
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. Contract Dates March 17, 2024 – April 30, 2029
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	✓		Yes, piggyback has acceptable T&C.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	✓		Yes, please see attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	✓		Yes, please see attached
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		✓	

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: Joaquin Arellano
Date: 10/22/2025

Director's Signature: Ricky L. Engle
Date: 10/23/2025

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: [Signature]
Date: 10/28/25

Fonroche (Solar Lights). Piggyback Checklist

Final Audit Report

2025-10-23

Created:	2025-10-23
By:	Joaquin Arellano (jarellano@hollywoodfl.org)
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"Fonroche (Solar Lights). Piggyback Checklist" History



Document created by Joaquin Arellano (jarellano@hollywoodfl.org)

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Document emailed to rengle@hollywoodfl.org for signature

2025-10-23 - 11:55:19 AM GMT



Email viewed by rengle@hollywoodfl.org

2025-10-23 - 12:34:51 PM GMT



Signer rengle@hollywoodfl.org entered name at signing as Ricky L. Engle

2025-10-23 - 12:35:09 PM GMT



Document e-signed by Ricky L. Engle (rengle@hollywoodfl.org)

Signature Date: 2025-10-23 - 12:35:11 PM GMT - Time Source: server



Agreement completed.

2025-10-23 - 12:35:11 PM GMT



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