



Piggyback Checklist

Using Department(s): Department of Public Works

Piggyback Contract Number/Name: Sourcewell-Agricultural Equipment Contract #082923 CNH-2/Agricultural Tractors

Services/Supplies to be provided: New Holland TS6.120 HC w/beach tires Agricultural Tractor

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):

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		Sourcewell-Agricultural Equipment Contract#082923 CNH-2 offering the best overall quality, selection of products, services, and price. This also offers government discounts and pricing from 2023 which is a significant difference from 2024 prices.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Sourcewell advertises federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Using this piggyback contract bypasses protracted steps of negotiations & approvals, workload & processing times. This would save staff time, efforts and resources.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		General Fund FY2024

***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		Sourcewell-Agricultural Equipment Contract #082923 CNH-2_allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Sourcewell-Agricultural Contract #082923 CNH-2. They advertise throughout North America giving us the best possible price for our beach needs.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		This Contract expires October 11, 2027
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		
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		Ken Holowecky of Glades & Grove Supply, CNH Industrial America LLC approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	N/A		
Piggyback Contract has Warranty Conditions?	Yes		Warranty information included in contract.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

Requestor's Signature: _____

DocuSigned by:

RDELORMIERE@HollywoodFL.org

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Date: _____

Director's Signature: _____

DocuSigned by:

Joseph S Kroll

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Date: _____

CPO Signature: _____

DocuSigned by:

Otis Thomas

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Date: _____

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