



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Police	Division/Area: Administration
Requestor: Madonna Dell'Olio	Title: Fiscal Affairs Manager
Phone: 954-967-4662	Email: mdellolio@hollywoodfl.org

Requested Vendor: Whelen Engineering Company, Inc.	Vendor Number: "TBD"
Address: 51 Winthrop Road, Chester, CT 06412	
Contact Person: William Crouch	Title: Sales Representatives
Phone: 860-526-9504	Email: amsr6@whelen.com

Total cost of the requested product/service: \$288,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$144,000.00
Account Number(s):	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Sourcewell Contract #090122-WHL
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Automatic Vehicle Location Technology
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Cooperative purchasing provides participating entities and suppliers increased administrative efficiencies and the power of combined purchasing volume, resulting in overall cost savings. As a part of Sourcewell's RFP process, proposers were encouraged to offer a wide array of equipment, products, or services at lower prices and with better value than what they would ordinarily offer to a

	single government entity, a school district, or a regional cooperative to be considered. Therefore, Sourcewell's pricing is more favorable than the pricing we would obtain from our own solicitation/quotes.
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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		The cost of installation and equipment is waived by Whelen Engineering Company, Inc.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		It will save bid time, and provide strategic sourcing, and cost savings.
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		

***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 	Yes		See Attached.

5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		11/7/2022 – 11/7/2026
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's cooperative contracts are available and open to public entities across the United States
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 #090122 for Law Enforcement Equipment
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		As part of the Sourcewell contract, Whelen offers the cloud platform at cost.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		The department reviewed the contract terms and conditions and deemed them acceptable.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.			TBD
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		See 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: _____

Director's Signature: _____

Date: _____

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: _____