



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s): Hollywood Community Redevelopment Agency</b>	<b>Division/Area: CRA</b>
<b>Requestor: Moe Anuar</b>	<b>Title: Project Manager</b>
<b>Phone: 954-924-2980</b>	<b>Email: manuar@hollywoodfl.org</b>

<b>Requested Vendor: McGrath RentCorp dba Mobile Modular Management Corp</b>	<b>Vendor Number:</b> 105269
<b>Address: 5700 Las Positas Rd, Livermore, CA 94551-7806</b>	
<b>Contact Person: Neil Andreoli</b>	<b>Title: Sales Specialist</b>
<b>Phone: 305-495-2100</b>	<b>Email: Neil.Andreoli@MOBILEMODULAR.COM</b>

<b>Total cost of the requested product/service:</b> \$262,660.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$262,660.00
<b>Account Number(s): 163.638507.55200.564530.000000.000.000</b>	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	#1220822 and Relocatable Building and Storage Solutions with Related Services
<b>Awarding Agency:</b>	Sourcewell
<b>Services/Supplies to be provided:</b>	Beach Office Trailer
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	Sourcewell Participating Entities include thousands of governmental, higher education, K-12 education, nonprofit, tribal government, and other public agencies located in the United States and Canada. By having this

	wide range of possible options, it gives us the best price possible for our beach office trailer.
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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? <b>Please explain.</b>	Yes		The pricing and terms are more favorable, due to the many more options and other entities that Sourcwell can reach that we do not have access to.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		Using this piggyback contract bypasses protracted steps of bid solicitations, negotiations & approvals, workload & processing times. This would save staff time, efforts and resources.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	Yes		CRA funds

**\*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"> <li>Solicitation Packet;</li> <li>Vendor's Original Bid/Proposal to the Solicitation</li> <li>Bid/Evaluation Tabulation;</li> <li>Award Notice;</li> <li>Executed Contract and any Amendments;</li> <li>Any additional relevant documents</li> </ul>	Yes		Please see attached.

5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		Contract expires: Feb 24, 2027 One renewal: Feb 24, 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? <b>Please explain.</b>	Yes		Sourcwell contracts are intended to be used by other entities to give them the best price/options possible.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? <b>If yes, please provide the solicitation number.</b>	Yes		RFP#120822
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? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	Yes		This was discussed with the vendor and the pricing/proposal are attached for verification.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? <b>Please attach COI/Risk approval, if applicable.</b>	Yes		
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	Yes		On page 2.B. of the contract.
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>		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:** 9/8/2025

Signed by:

*MANUAR@HollywoodFL.org*

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Initial  
*SG*

**Director's Signature:** \_\_\_\_\_

**Date:** 9/8/2025

Signed by:

*George R. Keller, Jr. CPDT*

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### OFFICE OF PROCUREMENT APPROVAL



**Chief Procurement Officer's Signature:** \_\_\_\_\_  
**Date:** 9/10/2025

DocuSigned by:  
*Chris Thomas*  
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