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M Hanson proposal updated
 10/23/2025

Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Design & Construction Management	Division/Area:
Requestor: Heather Guenot	Title: Sr. Project Manager
Phone: 954-921-3931	Email: hguenot@hollywoodfl.org

Requested Vendor: M. Hanson	Vendor Number: 105314
Address: 33 SE 5 th Street, Suite 200, Boca Raton, FL	
Contact Person: Scott Russell	Title: Project Manager
Phone: 305-389-5969	Email: Scott@mhansonco.com

Total cost of the requested product/service: \$1,417,661.30 Updated Proposal \$1,428,785.34	Total estimated annual (fiscal year) cost of requested product/service: Updated Proposal \$1,428,785.34 1 year only \$1,417,661.30, 1 year only
Account Number(s): 334.179901.51900.564510.001190.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	- New York State Office of General Services under Title Group 20915 – Furniture, All types, issued on December 5, 2023, per award number 23295 - Texas Region 8 Education Services (“Region 8 ESC”), issued on May 31, 2025, per TIPS contract number 230301 - Texas Region 8 Education Services (“Region 8 ESC”), issued on May 31, 2024, per TIPS contract number 240301
Awarding Agency:	- New York State Office of General Services under Title Group 20915 – Furniture, All types, issued on December 5, 2023, per award number 23295 - Texas Region 8 Education Services (“Region 8 ESC”), issued on May 31, 2025, per TIPS contract number 230301

	- Texas Region 8 Education Services ("Region 8 ESC"), issued on May 31, 2024, per TIPS contract number 240301
Services/Supplies to be provided:	Furniture
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Because a variety of specific furniture styles are required, and we need to meet the construction timeline of the overall project.

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.	X		Obtaining our own solicitation would add time and delay the substantial completion date of this project, which is scheduled for April 30, 2026; this would therefore also delay the final completion of this Project, which is set for July 30, 2026. This would also add costs to the project.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		Yes, prices have been competitively bid and this piggyback will save staff time and money vs going out to bid.
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.	X		FY'26 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: - Solicitation Packet; - Vendor's Original Bid/Proposal to the Solicitation - Bid/Evaluation Tabulation;	X		

	- Award Notice; - Executed Contract and any Amendments; - Any additional relevant documents			
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	X		- New York State Office of General Services under Title Group 20915 – Furniture, All types, issued on December 5, 2023 and effective through December 1, 2028, per award number 23295 - Texas Region 8 Education Services (“Region 8 ESC”), issued on May 31, 2025 and effective through May 31, 2028, per TIPS contract number 230301 - Texas Region 8 Education Services (“Region 8 ESC”), issued on May 31, 2024 and effective through May 31, 2029, per TIPS contract number 240301
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.	X		The Florida State contract refers to this New York State Contract. TIPS can be used by any member, and the City of Hollywood is a member of TIPS.
7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.	X		
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.	X		
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		Terms and conditions are acceptable
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City’s Risk Management? Please attach COI/Risk approval, if applicable.	X		M Hanson’s COI has been approved
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	X		Warranties are provided
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		X	

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: 10/16/2025

DocuSigned by:
Heather L Belenot
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Director's Signature: _____
Date: 10/16/2025

DocuSigned by:
Elisa A Iglesias
BC40400246B042B...

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____
Date: 10/20/2025

DocuSigned by:
Otis Thomas
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WV