




Piggyback/Cooperative Contract Request Form and Checklist(Use for purchase(s) over \$5,000, when piggybacking off other contracts)

Department(s): Communications, Marketing and Economic Development (CMED)	Division/Area: Economic Development
Requestor: Joann Hussey 	Title: CMED Director
Phone: 954.921.3328	Email: jhussey@hollywoodfl.org

Requested Vendor: CBRE, Inc.	Vendor Number: 100992
Address: 401 E Last Olas Boulevard, Fort Lauderdale, Florida, 33301	
Contact Person: Lee Ann Korst	Title: Senior Vice President, South Regional Manager
Phone: 850-251-9319	Email: leeann.korst@CBRE.com

Total cost of the requested product/service: \$125,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$125,000.00
Account Number(s): 001.114001.51300.531300.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	CONTRACT NO. DMS-22/23-007A Real Estate Services
Awarding Agency:	The State of Florida Department Of Management Services
Services/Supplies to be provided:	Contract is to serve as the professional real estate brokerage and consulting firm for the City for the acquisition and disposition of real property assets, including real estate portfolio planning, management, and asset valuations
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The Office of Communication, Marketing and Economic Development has a need for professional real estate brokerage and consulting services for the acquisition and disposition of real property assets, including real estate portfolio planning, management, and asset valuations. CMED

	is also seeking additional services to include site selection, visioning and planning assistance, data/market assessments, survey and analysis, market engagement, marketing and animation services, Citywide Corridor Assessment milestone support, FAM Tour collaboration, RFP distribution and analysis.
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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.	X		Yes, the piggyback is more favorable. NO monthly retainer fee and expanded services.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		Yes, CBRE has an extensive team of professionals serving a variety of functions that can be called upon to assist with City requests. By having CBRE under contract, use of their services will be available.
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		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 Response/Proposal to the Solicitation • Bid/Evaluation Tabulation; • Award Notice; • Executed Contract and any Amendments; • Any additional relevant documents 	X		Solicitation document, vendor's proposal, evaluation tabulation, and executed contract are attached.

5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	X		City Agreement: Upon approval by the Commission, January 15, 2025-December 31, 2025. The State contract's initial term of the Contract is for five years commencing on April 9, 2024. Upon written agreement, the contract may be renewed in whole or in part, for up to five additional years.
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		This is a State of Florida contract
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		DMS-22/23-007A
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		The services and pricing are allowed under the piggyback contract. Our contract is for one year, the piggyback contract is for up to 10 years.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		The terms are acceptable upon City Commission approval
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	X		COI and Risk approval attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	X		Warrant of Security for contractors is submitted to the contract manager by Dec 31 of each contract year.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.		X	No liquidated damages, however, pursuant to the RFP Section 2.3 the Contractor will not be entitled to recover any lost profits, consequential, special, punitive, consequential, or indirect damages or any other damages other than the payment amounts due for performance until the effective date of termination, including any fee as specified.

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: 12/17/2024

DocuSigned by:
Joanna Hussey
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OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: 12/17/2024

DocuSigned by:
Olis Thomas
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