



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Utilities	Division/Area: ESSD
Requestor: Giselle Hipolito	Title: Engineering Support Service Manager
Phone: 954-924-2985	Email: ghipolito@hollywoodfl.org

Requested Vendor: Gold Coast JCB	Vendor Number: 105000
Address: 12450 NW South River Drive Medley, FL 33178	
Contact Person: Ronald Miller	Title: Sales Manager
Phone: 305-455-8305	Email: Ronald.miller@goldcoastjcb.com

Total cost of the requested product/service: \$573,649.20	Total estimated annual (fiscal year) cost of requested product/service:
Account Number(s): 443.419901.53800.564530.001932.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	SOURCEWELL CONTRACT #020923-JCB
Awarding Agency: SOURCEWELL	SOURCEWELL
Services/Supplies to be provided: Six (6) 3-100KW & 3-175KW Portable Generators	Six (6) 3-100KW & 3-175KW Portable Generators
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	Utilizing a piggyback or cooperative contract significantly reduces the time and administrative resources required for the procurement process.

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		Prices for this contract has been provided by Sourcwell contract #020923-JCB
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		This significantly reduces the time spent on preparing bid documents, evaluating proposals, and managing the bid process.
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		Funding for this purchase will be sourced from FY-2025 approved budget.
*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; - Award Notice; - Executed Contract and any Amendments; - Any additional relevant documents	Yes		
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		Valid until April 20, 2027
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		The contract allows utilization by others government entities.
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		SOURCEWELL contract #020923-JCB

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		The same pricing that is being offered to Sourcewell will be received to City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		The terms and conditions of the piggyback contract have been thoroughly reviewed to ensure they align with the City's needs and comply with all relevant legal and regulatory requirements.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.			N/A
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		
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: _____