



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggybacking Request Form

(Use for purchase(s) over \$15,000, when piggybacking off other contracts)

Date: March 3, 2022

Department/Office: Public Works

Division/Area: Fleet Maintenance

Contact Person: Joel Wall;
Peter Bieniek

Title: Fleet Superintendent;
Public Works Director

Phone: 954.967.4555;
954.967.4526

Email: jwall@hollywoodfl.org;
pbieniek@hollywoodfl.org

1. Requested Vendor: Port Consolidated, Inc.

Vendor Number: #21471

Address: P.O. Box 350430, Ft. Lauderdale, Fl. 33335

Contact Person: Don Carlton

Title: Sales Manager

Phone: 800-638-5823
Fax: 954-527-1191

Email: cspev@portconsolidated.com

2. Contract title requesting to piggyback?

Awarding Agency: City of Pompano Beach – Lead Agency

Contract Expiration Date: March 14, 2027

Copy of Contract and Awarding Agency documentation is attached.

Yes No

3. Product/Service being requested (be specific). Supply and delivery of Unleaded and Diesel Fuels for the City of Hollywood.

4. Detailed description of the products/services function and purpose. Supply and delivery of Unleaded and Diesel Fuels for the City of Hollywood. These supplies are for Central Facility (all vehicles and equipment), Fire Department Generators, Public Utilities Generators, PRCA Marina, HPD Facility and City Hall Generators, delivered by transport and tankwagon. This contract is through the Southeastern Florida Governmental

Procurement Service Division use only

Requisition # R
BPO
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order #
(As Applicable)

Purchasing Cooperative Group with the City of Pompano Beach as the Lead Agency, and will also be utilized for any Emergencies the City of Hollywood may encounter.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Recommended by the Public Works Department for the best price through the City of Pompano Beach as the Lead Agency for the Southeast Florida Governmental Purchasing Cooperative Group Award, Bid RFP E-03-22.

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

Yes No

Please explain. .

7. Total cost of the requested product/service. \$1,950,000.00

8. Total estimated annual (fiscal year) cost of requested product/service. \$1,950,000.00

Account Number(s) (Acct. Central Facility - #557.510101.51900.552110.000000.000.000, #557.510101.51900.552610.000000.000.000, Fire - #001.215101.52200.552110.000000.000.000, Public Utilities - #442.400502.53600.552110.000000.000.000, #442.400601.53600.552110.000000.000.000, #442.400602.53600.552110.000000.000.000, PRCA Marina - #001.300301.57500.552110.000000.000.000, HPD Facility - #001.500304.51900.546350.000000.000.000, City Hall - #001.500303.51900.546310.000000.000.000)

9. Is this product/service covered by a warranty? Yes No

If yes, please attach a copy of the warranty details.

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

Yes No

If yes, please describe the related products/services and estimated cost(s.) _____

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

Yes No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.) _____

12. Is this a grant related purchase? Yes No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.)

Will this require matching funds? Yes No

What is the grant source? N/A

What is the grant (dollar) amount? N/A

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Oder # _____
(As Applicable)

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Excluded Parties List System at www.epls.gov.

Date of Advanced Search _____

Company Name(s) Searched

Search Results

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 and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of you knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.

Joel A. Wall
Contact Person's Signature

03-03-2022
Date

Holmes
Supervisor's Signature

03/03/2022
Date

Pete Bunt
Director's Signature

03/03/2022
Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	
Approved By:		Date	

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)



Piggyback Checklist

Contract Number/Name: Port Consolidated, Inc., Award – RFP E-03-22

Services/Supplies to be provided: Supply and Delivery of Unleaded and Diesel Fuels

Using Department(s): Public Works, Fire, Public Utilities, PRCA Marina

ITEMS VERIFIED	YES	NO	COMMENT
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?	Yes		Southeast Florida Governmental Purchasing Cooperative Group Award RFP E-03-22, City of Pompano Beach as the lead agency.
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		
Piggyback Contract is Valid? Contract Expiration Date:	Yes		Expires: 03/14/2027
Goods / Services 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?	Yes		
Does the piggyback contract have acceptable terms and conditions?	Yes		
Did the vendor confirm that the piggyback contract is authorized to be used with the established terms, conditions, and pricing?	Yes		City of Pompano Beach approves of using the contract.
Is pricing "Fair and Reasonable" in the piggyback contract?	Yes		
Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the COH's Risk Management?	Yes		
Piggyback Contract has Warranty Conditions?		No	This contract is for the purchasing of unleaded and diesel fuels.
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	



Verified By: _____

Date: 3/3/2022

