



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggyback Request Form

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

Date 11/15/21

Department/Office PRCA

Division/Area Administration

Requestor Joaquin Arellano

Title Park Manager

Phone 954.921.3404

Email jarellano@hollywoodfl.org

1. Requested Vendor ActiveNet

Vendor Number _____

Address 717 North Harwood Street Suite 2500, Dallas TX 75201

Contact Person Chrissie Campana

Title Account Executive

Phone 330.906.1095

Email
Chrissie.Campana@activenetwork.com

2. Contract title and number requesting to piggyback? City of San Rafael, California- Recreation Program Software Agreement Contract # 001188811

Awarding Agency City of San Rafael, California

Contract Expiration Date March 18, 2024

Copy of Contract and Awarding Agency documentation is attached (provide if available).

☒ Yes ☐ No

3. Product/Service being requested (be specific). Recreation Management Software Solution

4. Detailed description of the product/service's function and purpose. Management the Departments programming and revenue, registrations, attendance tracking, facility rentals, memberships, reporting, transaction processing, online accessibility and point of sale.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Department reviewed 5 other solutions and determined the ActiveNet provided the best solutions that met departments needs. Department spoke with other cities who also provided recommendations. Worked with vendor to find a contract with another municipality which has similar needs and fell within the same annual revenue threshold.

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. \$106,200.00

8. Total estimated annual (fiscal year) cost of requested product/service. \$33,000.00 + (\$55K Revenue)

Account Number(s)

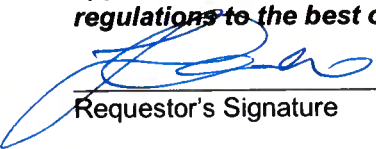
334-309903-57200-564420-001277-000-000

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


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

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 based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.


Requestor's Signature

11/15/21
Date


Director's Signature

11/15/2021
Date



Piggyback Checklist

Contract Number/Name: City of San Rafael, California- Recreation Program Software Agreement
Contract # 001188811

Services/Supplies to be provided: Recreation Management Software solution

Using Department(s): Department of Parks, Recreation & Cultural Arts

| 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 | | |
| 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: March 18, 2024 |
| 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 | | Vendor Letter included |
| 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? | Yes | | |
| Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount) | Yes | | Annual projected contract value |

Verified By: 

Date: 11/15/21

