



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggyback Request Form

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

Date 05.21.2024

Department/Office Parks, Recreation & Cultural Arts

Division/Area 309091

Requestor D.Vazquez

Title Assistant Director

Phone 954.921.3404

Email dvazquez@hollywoodfl.org

1. Requested Vendor Top Line Recreation

Vendor Number 36316

Address 2922 Howland Blvd, Suite 3, Deltona FL 32725

Contact Person Vivian Figueroa

Title Sales Representative

Phone 954.240.7767

Email vivianf@toplinerec.com

2. Contract title and number requesting to piggyback? School Board of Volusia County Contract MTS-906BC

Awarding Agency School Board of Volusia County

Contract Expiration Date January 31, 2025

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

☒ Yes ☐ No

3. Product/Service being requested (be specific). Purchase and installation of fitness equipment and safety surface.

4. Detailed description of the product/service's function and purpose. As part of the city's general obligation bond and capital improvement projects, Zinkil Park fitness areas need replacement and centralized relocation.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Top Line Recreation's sales representative was contacted for a quote.

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 PRCA is working with multiple playground vendors on multiple playground replacement capital improvement and general obligation bond projects.

7. Total cost of the requested product/service. \$113,717.15

8. Total estimated annual (fiscal year) cost of requested product/service. \$ 0.00

Account Number(s)	<u>333.309901.57200.563010.001206.000.000 - \$25,500.00</u>
	<u>333.309901.57200.563010.001206.000.000 - \$23,860.00</u>
	<u>334.309901.57200.563010.001589.000.000 - \$64,357.15</u>

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

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

10. Will grant funds be used to pay for the requested product/service? ☐ Yes ☒ No

If yes, please explain N/A

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.

David Vazquez
Requestor's Signature

05/21/2024
Date

Ricky Engle
Director's Signature

05/21/2024
Date



Piggyback Checklist

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

Piggyback Contract Number/Name: Contract School Board of Volusia County MTS-906BC

Services/Supplies to be provided: Playground equipment and products

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): PRCA identified multiple playground vendors to partner with to complete playground related capital improvement projects. Piggybacking a competitively bid RFP awarded to Top Line Recreation ensures competitive pricing along with the saving of staff time and resources.

Procurement Code, Section 38.41(C)(5):

(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.

Piggyback Justification Criteria	YES	NO	COMMENT
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?	Yes		Typically competitively bid piggybacks offer fairer terms and pricing due to the large volume in sales. Vendors achieve economies of scale by increasing production. Some of those savings are seen in piggybacked solicitations.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Piggybacking eliminates time needed to create, post, evaluate and award a contract. This process naturally reduces staff efforts and resources.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes		Capital improvement funding

***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 staff.**

ITEMS VERIFIED	YES	NO	COMMENT
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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: January 31, 2025	Yes		Term – 03/25/20 – 01/31/22 1 st Rn – 02/01/22 – 01/31/23 2 nd Rn – 02/01/23 – 01/31/24 3 rd Rn – 02/01/24 – 01/31/25
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		
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)		No	N/A

Requestor's Signature: David Vazquez
Date: 05/21/2024

Director's Signature: Ricky Engle
Date: 05/21/2024

CPO Signature: [Signature]
Date: 5/28/24