



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Department of Financial Services	Division/Area: Treasury
Requestor: Pamela Harrell	Title: Assistant Director Financial Services/Treasurer
Phone: 954.921.32323	Email: pharrell@hollywoodfl.org

Requested Vendor: Bank of America, N.A.	Vendor Number:
Address: 5565 Glenridge Connector, Suite 2000, Atlanta, GA 30342	
Contact Person: Dennis Perea	Title: Vice President, Merchant Specialist Officer
Phone: 561.578.2443	Email: Dennis.Perea@bofa.com

Total cost of the requested product/service: \$5,127,500	Total estimated annual (fiscal year) cost of requested product/service: \$1,025,500
Account Number(s): 001.111001.51200.535150.000000.000.000	
001.120301.51300.535150.000000.000.000	
001.140202.51500.531300.000000.000.000	
001.140401.51500.531170.000000.000.000	
001.300101.57200.535150.000000.000.000	
001.300301.57500.535150.000000.000.000	
114.140301.52400.535150.000000.000.000	
444.310101.34700.347207.000000.000.000	
446.150101.54500.535150.000000.000.000	
460.111003.57300.535150.000000.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	# 00900
Awarding Agency:	Central Florida Expressway Authority
Services/Supplies to be provided:	Merchant card processing services
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	These services are needed to process credit card payments.

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		The pricing in this piggyback is comparable to our current pricing.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		Use of this piggyback agreement would save valuable staff time as an RFP process would add considerable time to the process higher costs.
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		Costs are incurred only when revenue is collected. The cost of these services will be paid as a reduction to revenues. The fees are deducted from the city on a monthly basis and recorded as an expense or offset to revenue.

***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
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4	<p>Piggyback/Cooperative Contract and Awarding Agency documentation are attached? This includes:</p> <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		
5	<p>Piggyback Contract is Valid? Please state the contract expiration and renewal dates.</p>	X		Initial term was July 3, 2013 – July 3, 2018, auto-renewed for 1-year terms until terminated by either party.
6	<p>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.</p>	X		Central Florida Expressway authorized the vendor to extend invitation to municipal entities to participate their contract.
7	<p>Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? If yes, please provide the solicitation number.</p>	X		RFP 00900
8	<p>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.</p> <p>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</p>	X		Pricing and terms match those in the Central Florida Expressway Authority contract.
9	<p>Does the piggyback contract have acceptable terms and conditions? Please explain.</p>	X		Requestor has reviewed all terms and conditions contained in the RFP and Master Services Agreement.
10	<p>Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City’s Risk Management? Please attach COI/Risk approval, if applicable.</p>			N/A
11	<p>Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.</p>	X		Merchant Agreement Section 17;
12	<p>Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.</p>		X	

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: *Samuel Hurrell*
Signed by: 4031E451C3F0426...
Date: 11/20/2024

Director's Signature: *Rephanie Vinsley*
DocuSigned by: A5200B173E98424...
Date: 11/20/2024

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: *Otis Thomas* DS
St
DocuSigned by: 83A2D56C0D280438...
Date: 11/21/2024