



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Police	Division/Area: Quartermaster
Requestor: Larry Bornstein	Title: Support Services Division Manager
Phone: 954-967-4631	Email: lbornstein@hollywoodfl.org

Requested Vendor: Galls, LLC	Vendor Number: 05730
Address: 1340 Russell Cove Rd Lexington, KY 40505	
Contact Person: Timothy Chavez	Title: Regional Account Executive
Phone: 954-290-0125	Email: Chavez-timothy@galls.com

Total cost of the requested product/service: \$450,000.00	Total estimated annual (fiscal year) cost of requested product/service: \$90,000.00 prorated initial term/ \$360,000.00 renewal
Account Number(s):	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	773-25 for Uniforms and Accessories
Awarding Agency:	The BuyBoard Purchasing Cooperative
Services/Supplies to be provided:	Uniforms
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The decision to use the Buy Board Cooperative Agreement due to its fixed pricing for the contract's duration. Currently, the City of Hollywood is utilizing this agreement.

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.			The Buy Board Cooperative Agreement pricing is more favorable than the pricing we would have obtained from our solicitation or quotes. An Omnia Cooperative contract was considered, but its uniform catalog did not meet the needs of the department.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.			This process will save valuable administrative time, as users can order uniforms directly through an online portal.
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.			Funding is included in the adoption of the FY 2026 operating 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: <ul style="list-style-type: none"> • Solicitation Packet; • Vendor's Original Bid/Proposal to the Solicitation • Bid/Evaluation Tabulation; • Award Notice; • Executed Contract and any Amendments; • Any additional relevant documents 			Please see attached. The Proposal is adopted as the agreement upon award notice to the vendor; see page 27, section 2
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		July 1, 2025, through June 30, 2026 with an option to renew the contract for two additional one-year periods

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		Buy Board Cooperative Agreement is for shared goods/equipment for use by State/Local governments.
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		Proposal Invitation No. 773-25
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		Prices reflect the type/cost awarded under the agreement.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		The Department reviewed the contract terms and conditions and deemed them acceptable.
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		Purchase includes a warranty of items once procured
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:  _____
DocuSigned by: Larry Bornstein
03024B15BCDC422...
 Date: 2/10/2026

Director's Signature:  _____
DocuSigned by: Jeffrey Devlin
9192390979AC450...
 Date: 2/11/2026

Initial
SA

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature:  _____
DocuSigned by: Otis Thomas
83A2D5C0D289438...
 Date: 2/11/2026

