



## Piggyback Checklist

**Using Department(s):** Fire Rescue

**Piggyback Contract Number/Name:** Florida Sheriffs Association: FSA20-VEF14.01 Ambulances & Other Equipment

**Services/Supplies to be provided:** Advanced Life Support Ambulances

**Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes):** These Advanced Life Support Ambulances were solicited by the Florida Sheriffs Association through Bid Number FSA20-VEF14.0: Fire Rescue Vehicles, Ambulances & Other Equipment on March 3, 2020. As a result, the savings provided by this contract is 10% off the required Advanced Life Support Ambulances. If we don't utilize this contract, the City of Hollywood would be paying full price for the vehicles needed in support of our Operations Division.

**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		These vehicles were solicited by the Florida Sheriffs Association through Bid Number FSA20-VEF14.0: Fire Rescue Vehicles, Ambulances & Other Equipment on March 3, 2020. As a result, the savings provided by this contract is 10% off the required Advanced Life Support Ambulances. If we don't utilize this contract, the City of Hollywood would be paying full price for the vehicles needed in support of our Operations Division.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		These vehicles are \$395,107.00 each. If we don't use this contract as a piggyback, it would necessitate these services to be requested via a Bid. This

		would cause a duplication of efforts for Fire Rescue Staff and the Procurement Office when these services have already been solicited by the Florida Sheriffs Association. By using this piggyback contract, it will make better use of City Staff as a resource.
Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking?	Yes	Grant funds or funds that prohibit the use of piggybacking will not be utilized.
<p><b>*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.</b></p>		

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		Allows use by all government entities
Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised?	Yes		Florida Sheriffs Association through Bid Number FSA20-VEF14.0: Fire Rescue Vehicles, Ambulances & Other Equipment
Piggyback Contract is Valid? Contract Expiration Date:	Yes		May 1, 2020 – March 31, 2023.
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 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?	Yes		
Piggyback Contract has liquidated damages (if Yes, provide the daily liquidated amount)		No	

**Requestor's Signature:**  Alexander N. Poli

**Date:** 09-22-2022

**Director's Signature:**  Dan Booker

Date: 09-22-2022

CPO Signature: Steve Stewart

Date: 10/3/2022