



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

Piggybacking Request Form

(Use for purchase(s) over \$25,000, when piggybacking off other contracts)

Date 06/10/2021

Department/Office Information Technology

Division/Area 1347

Contract Administrator Steve Viscardi

Title Assistant Director

Phone 954-921-3215

Email sviscardi@hollywoodfl.org

1. Requested Vendor Dell Marketing LP

Vendor Number 28233

Address One Dell Way, MALL Stop 8726, Round Rock, TX 78682

Contact Person Hattie Bradley

Title Account Manager

Phone 512-513-8759

Email Hattie.Bradley@Dell.com

2. Contract title requesting to piggyback? 43211500-WSCA-15-ACS Amendment No. 2

Awarding Agency State of Florida

Contract Expiration Date 07/31/2021

Copy of Contract and Awarding Agency documentation is attached.

☒ Yes ☐ No

3. Product/Service being requested (be specific). Laptops, Monitors, Docking Stations and accessories.

4. Detailed description of the products/services function and purpose. This purchase is necessary to replace obsolete equipment and provide telecommuting capabilities as well as increased cyber security.

Procurement Service Division use only

Requisition # R
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order # BPO
(As Applicable)

5. Please explain what process the Department/Office took to verify and/or identify this contract. Contacted vendors and reviewed the DMS WSCA website to confirm that Dell is authorized to use the WSCA-NASPO Contract # 43211500-WSCA-15-ACS Amendment No. 2

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 These products are available both on and off the WSCA-NASPO contract. Pricing from off contract vendors was not as competitive.

7. Total cost of the requested product/service. \$300,000

8. Total estimated annual (fiscal year) cost of requested product/service. \$300,000

Account Number(s) 557.130101.51900.564410.000.000, 557.130101.51900.552150.000.000

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

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

10. Would this purchase(s) result in the potential of future purchases for related products/services being restricted to a particular vendor or create a specific vendor as sole source provider for related items?

☒ Yes ☐ No

If yes, please describe the related products/services and estimated cost(s.) Future maintenance support for devices after initial three year period

11. Would this purchase(s) result in any future maintenance costs which are not included in the initial purchase?

☒ Yes ☐ No

If yes, please attach a draft maintenance plan which includes cost estimates and funding source(s.) Recurring renewal of the feature keys at one year intervals after year three

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☒ No

What is the grant source? _____

What is the grant (dollar) amount? _____

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Systems for Award Management at www.sam.gov.

Procurement Service Division use only

Requisition # R _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # BPO _____
(As Applicable)

Date of Advanced Search 9/24/2020

Company Name(s) Searched
DellMarketing L.P.

Search Results
Active

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 and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of your knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.


Contact Person's Signature

6/14/2021

Date

Supervisor's Signature


Director's Signature

Date

6/14/2021

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	
Approved By:		Date	

Procurement Service Division use only

Requisition # R
(As Applicable)

Purchase Order # P
(As Applicable)

Blanket Purchase Order # BPO
(As Applicable)