



Piggyback/Cooperative Contract Request Form and Checklist

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

Department(s): Public Works	Division/Area: Multiple Divisions
Requestor: Joshua Collazo	Title: Operations Manager
Phone: x3043	Email: jcollazo@hollywoodfl.org

Requested Vendor: Herc Rentals, Inc.	Vendor Number: 01836
Address: 3899 Ravenswood Road, Dania Beach, FL 33312	
Contact Person: Eloy Romero	Title: Territory Sales Representative
Phone: 305-401-9427	Email: eloy.romero@hercrentals.com

Total cost of the requested product/service: \$367,500.00	Total estimated annual (fiscal year) cost of requested product/service: \$367,500.00
Account Number(s):	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	#040924-HRC/Rental Equipment
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Industrial equipment, tools, and installation services
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	The Department of Public Works desires to rent industrial equipment and tool rentals that is not currently owned by the City and for unforeseen emergencies such as hurricanes, and equipment failures that occur throughout the City. This contract from Sourcewell has very advantageous pricing and provides the exact type of equipment that the City will be utilizing in emergency situations and in other areas of need.

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.	Yes		Sourcewell #040924-HRC/Rental Equipment were competitively solicited and bid for the best pricing. Other contracts were evaluated but they did not include the comprehensive and wide range of rental products and equipment. This contract also offered advantageous pricing for our specific needs.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	Yes		The use of this contract will save the City staff time and money. The bid process is costly and time-consuming so staff will be able to divert those resources elsewhere.
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.	Yes		General Fund FY'26

***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: - Solicitation Packet; - Vendor's Original Bid/Proposal to the Solicitation - Bid/Evaluation Tabulation; - Award Notice; - Executed Contract and any Amendments; - Any additional relevant documents	Yes		Please see attachments.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.	Yes		Expiration Date: June 11, 2028 1 st Renewal: June 12, 2028 2 nd Renewal: June 12, 2029

				3 rd Renewal: June 12, 2030
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		The contract is allowed for use by other entities.
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		Sourcewell, Solicitation Number: RFP #040924
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		This contract allows for the equipment we are renting and do not extend beyond the contract.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	Yes		
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	Yes		Please see attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	Yes		See Page 2. #2. Equipment, Products, or Services – B. Warranty
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: _____

Date: 10/7/2025

Signed by:

Inez Murphy

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Joseph S Kroll

52474CE32D34456...

Director's Signature: _____

Date: 10/7/2025

OFFICE OF PROCUREMENT APPROVAL

Chief Procurement Officer's Signature: _____

Date: 10/7/2025 10/7/2025

DocuSigned by:

Otis Thomas

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