



Piggyback Checklist

Using Department(s): Fire Rescue

Piggyback Contract Number/Name: Bradford County Sheriff's Office Contract: 22-27-1.0

Services/Supplies to be provided: 2024 Ford Explorers and 2024 Ford Edges

Why are Services/Supplies being obtained via piggyback (as opposed to issuing a solicitation or obtaining quotes): The direct price savings offered by this contract is beneficial to the City. It also generates administrative cost savings and expedites the purchasing process.

Procurement Code, Section 38.41(C)(5):

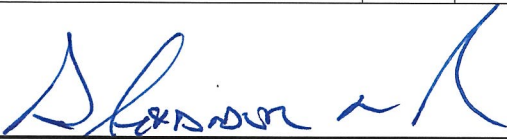
(5) *Piggyback purchases.* The CPO (Chief Procurement Officer) may procure, without following formal solicitation procedures, all goods, supplies, materials, equipment, and services that are the subject of contracts with the state, its political subdivisions, the United States government, other governmental 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 Bradford County Sheriff's Office Request for Proposal 22-27-1.0. If we don't utilize this contract, the City of Hollywood would be paying full price for the vehicle needed in support of the Fire Prevention and Life Safety and Operations Division.
Will use of the piggyback contract save City staff administrative time, efforts and resources?	Yes		Leveraging the work that's been done by the lead agency saves time and money. It bypasses protracted steps of negotiations & approvals, workload & processing times
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.

***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.**

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		RFP: 22-27-1.0.
Piggyback Contract is Valid? Contract Expiration Date:	Yes		September 13, 2027
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: 
Date: 10/31/23

Director's Signature: 
Date: 10/31/23

CPO Signature: Steve Stewart
Date: 11-01-2023



CITY OF HOLLYWOOD, FLORIDA

OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

Piggyback Request Form

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

Date 10-31-2023

Department/Office Fire Rescue

Division/Area 215101

Requestor Alexander N. Poli

Title Division Chief of Administration

Phone 954-967-4248

Email Apoli@hollywoodfl.org

1. Requested Vendor Duval Ford, LLC

Vendor Number 100190

Address 1616 Cassat Avenue
Jacksonville, FL, 32210

Contact Person Jared Davis

Title Sales

Phone 904-381-6595

Email jared.davis@Duvalford.com

2. Contract title and number requesting to piggyback? BCSO 22-27-1.0

Awarding Agency Bradford County Sheriff's Contract

Contract Expiration Date 09/13/2027

Copy of Contract and Awarding Agency documentation is attached (provide if available).

Yes No

3. Product/Service being requested (be specific). Four (4) 2024 Ford Explorers (XLT) and four (4) 2024 Ford Edges (SEL)

4. Detailed description of the product/service's function and purpose. Fire Prevention and Life Safety have hired additional fire inspectors. Command Staff are being reassigned which will necessitate additional Administrative vehicles in the Operations Division. In addition to, additional vehicles are needed in order to continue to perform work functions when vehicles are being serviced and/or repaired.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Several municipalities were contacted and this contract was identified as a point of purchase.

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 This contract provided the best price.

7. Total cost of the requested product/service. \$300,265.16

8. Total estimated annual (fiscal year) cost of requested product/service. \$300,265.16

Account Number(s) 557.219901.51900.564520.001228.000.000 & 111.219801.52200.564530.000000.000.000.

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

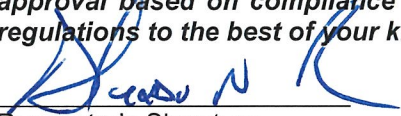
If yes, please attach a copy of the warranty details.

10. Will grant funds be used to pay for the requested product/service? Yes No

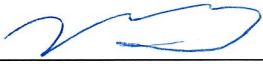
If yes, please explain N/A

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 based on compliance with the City's procurement requirements and all applicable laws and regulations to the best of your knowledge.


Requestor's Signature

10/31/23
Date


Director's Signature

10/31/23
Date