



## **CITY OF HOLLYWOOD, FLORIDA**

### **PROCUREMENT SERVICES DIVISION**

#### **Piggybacking Request Form**

(Use for purchase(s) over \$15,000, when piggybacking off other contracts)

Date: October 20, 2021

Department/Office: Public Works

Division/Area: Fleet Maintenance

Contact Person: Joel Wall;  
Peter Bieniek

Title: Fleet Superintendent;  
Public Works Director

Phone: 954.967.4555;  
954.967.4526

Email: jwall@hollywoodfl.org;  
pbieniek@hollywoodfl.org

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1. Requested Vendor: Genuine Parts Company (dba Napa  
Auto Parts)

Vendor Number: #6488

Address: 6117 Hollywood Blvd., Hollywood, Fl. 33024

Contact Person: Santy Lopez

Title: District Manager

Phone: 954-983-3150  
Office: 305-423-1341

Email: santy\_lopez@genpt.com

2. Contract title requesting to piggyback?

Awarding Agency: Sourcewell Contract #032521-GPC

Contract Expiration Date: May 19, 2025

Copy of Contract and Awarding Agency documentation is attached.

<https://www.sourcewell-mn.gov/cooperative-purchasing/032521-gpc>

4. Detailed description of the products/services function and purpose. Automotive and Truck Parts with related Automotive and Truck Equipment, Accessories, and Supplies. These parts and supplies are for all "In House" maintenance and repairs for all various City of Hollywood Fleet Vehicles, Trucks and Equipment that are required for continued services within the Fleet Maintenance Division and Fire Department Garage. Deliveries are daily on a need basis.

5. Please explain what process the Department/Office took to verify and/or identify this contract. Recommended by the Public Works Department for the best price through the Sourcewell Contract #032521-GPC.

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: Current contracts were compared previously of their product's quality and did not meet the standards required and needed for all the Public Safety vehicles Fleet Maintenance and the Fire Department Garage repairs and maintains.

7. Total cost of the requested product/service. \$240,000.00

8. Total estimated annual (fiscal year) cost of requested product/service. \$215,000.00 – Fleet Maintenance, \$25,000.00 – Fire Department

Account Number(s) (Fleet Maintenance - Acct# 557.510101.51900.552120.000000.000.000 & 557.510101.51900.552620.000000.000.000; Fire Department - Acct# 001.215101.52200.552120.000000.000.000

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

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

10. 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.) \_\_\_\_\_

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.) \_\_\_\_\_

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

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

What is the grant (dollar) amount? N/A

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Excluded Parties List System at [www.epls.gov](http://www.epls.gov).

Date of Advanced Search \_\_\_\_\_

Company Name(s) Searched \_\_\_\_\_

Search Results \_\_\_\_\_

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#### 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

  
Date

  
Supervisor's Signature

  
Date

  
Director's Signature

  
Date

#### APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	
Approved By:		Date	