



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s):</b> Development Services	<b>Division/Area:</b> Building
<b>Requestor:</b> Russell Long	<b>Title:</b> Chief Building Official
<b>Phone:</b> 754-329-0607	<b>Email:</b> rlong@hollywoodfl.org

<b>Requested Vendor:</b> Advanced Data Solutions, Inc.	<b>Vendor Number:</b> 37367
<b>Address:</b> 141 Scarlet Blvd., Suite A, Oldsmar, FL 34677	
<b>Contact Person:</b> John Civale	<b>Title:</b> Vice President of Sales
<b>Phone:</b> 954-553-4009	<b>Email:</b> jcivale@adsus.net

<b>Total cost of the requested product/service:</b> \$150,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$150,000.00
<b>Account Number(s):</b> 114.140301.52400.534980.000000.000.000	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	12696-535 Document and Media Scanning Services
<b>Awarding Agency:</b>	City of Fort Lauderdale
<b>Services/Supplies to be provided:</b>	Document and Media Scanning Services
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	The City currently collaborates with this vendor, who is highly familiar with our scanning and archiving system and has a strong understanding of our specific requirements.

**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? <b>Please explain.</b>	Yes		The contract was competitively bid, and the pricing and terms were determined to be fair and reasonable. Additionally, the vendor is familiar with the City's operations and requirements, which will help support the smooth and effective implementation of the contract.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	Yes		Vendor is familiar with the City's needs being that he has worked previously with the department.
3	Will the requested services/supplies be purchased with funds other than grant funds or funds that prohibit the use of piggybacking? <b>If you answered "NO", state the grant source and provide documentation proving piggybacking or cooperative purchasing is allowed by the grantor.</b>	Yes		

**\*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: <ul style="list-style-type: none"> <li>Solicitation Packet;</li> <li>Vendor's Original Bid/Proposal to the Solicitation</li> <li>Bid/Evaluation Tabulation;</li> <li>Award Notice;</li> <li>Executed Contract and any Amendments;</li> <li>Any additional relevant documents</li> </ul>	Yes		See attached.
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	Yes		The Contract will expire on April 18, 2027 with an option to renew the contract for an additional one (1) additional one-year term
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? <b>Please explain.</b>	Yes		Upon execution of this Contract, agencies, as defined in section 287.012, Florida Statutes, may purchase products and services under this Contract.

7	Was the contract awarded through a solicitation or other acceptable competitive process that was publicly advertised? <b>If yes, please provide the solicitation number.</b>	Yes		Solicitation No. 12696-535
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? <b>Please explain.</b>  <b>Note: All vendor quotes or cost proposals prepared for the City must match the piggyback pricing and must reference the piggyback contract/number.</b>	Yes		The same pricing that is being offered to the City of Fort Lauderdale will be received by the City of Hollywood.
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	Yes		The piggyback contract has acceptable terms and conditions. It was competitively solicited, aligns with the scope of work being requested, and the pricing is fair and reasonable.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? <b>Please attach COI/Risk approval, if applicable.</b>	Yes		See attached
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	No		No warranty or guarantee of quantities needed is given or implied. It is understood that the successful Proposer will furnish the City's needs as they arise.
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>	No		

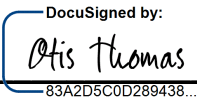
**REQUESTING DEPARTMENT RECOMMENDATION**

**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:** 3/16/2026

**Director's Signature:** \_\_\_\_\_   
**Date:** 3/16/2026

**OFFICE OF PROCUREMENT APPROVAL**

**Chief Procurement Officer's Signature:** \_\_\_\_\_   
**Date:** 3/30/2026