



## Piggyback/Cooperative Contract Request Form and Checklist

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

<b>Department(s):</b> Fire Department	<b>Division/Area:</b> Fire Administration
<b>Requestor:</b> April Allen	<b>Title:</b> Fire Rescue Business & Compliance Manager
<b>Phone:</b> 954 967-4248	<b>Email:</b> aallen@hollywoodfl.org

<b>Requested Vendor:</b> ETR, LLC	<b>Vendor Number:</b> 31315
<b>Address:</b> 700 S French Avenue, Sanford, Florida 32771	
<b>Contact Person:</b> Scott Newcomer	<b>Title:</b> Regional Sales Manager
<b>Phone:</b> 407 339-6737	<b>Email:</b>

<b>Total cost of the requested product/service:</b> \$530,000.00	<b>Total estimated annual (fiscal year) cost of requested product/service:</b> \$530,000.00
<b>Account Number(s):</b> 335.219901.52200.564530.001610.000.000	

### Piggyback/Cooperative Contract Summary

<b>Piggyback/Cooperative Contract Number and Title:</b>	FSA25-VEF19.0
<b>Awarding Agency:</b>	Florida Sheriff's Association
<b>Services/Supplies to be provided:</b>	#209 Horton Freightliner M2 Plus Rescue Apparatus
<b>Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):</b>	There is a need to replace our fire apparatus rescue due to age, mileage, wear and tear. In addition, there's a manufacturing lead time of approximately three (3) years. This fire apparatus is used to respond to emergencies and should be replaced at a minimum every 10 years.

**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>	X		The apparatus was solicited by the Florida Sheriff's Association invitation to Bid Advertisement: FSA25-VEF19.0. If we do not use this contract, the City of Hollywood would have to pay full price for the apparatus needed to support our Operations services.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? <b>Please explain.</b>	X		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.
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>	X		No
<p><b>*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.</b></p>				

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>	X		
5	Piggyback Contract is Valid? <b>Please state the contract expiration and renewal dates.</b>	X		Effective Period 04/01/2025 – 03-31-2027

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>	X		Allows use by all government entities.
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>	X		FSA25-VEF19.0
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>	X		
9	Does the piggyback contract have acceptable terms and conditions? <b>Please explain.</b>	X		
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>	X		
11	Piggyback Contract has Warranty Conditions? <b>If yes, please list section or attach a copy of the warranty details.</b>	X		
12	Piggyback Contract has liquidated damages? <b>If yes, provide the daily liquidated amount or alternative damages.</b>		X	

**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.**

Signed by: April Allen  
**Requestor's Signature:** \_\_\_\_\_  
**Date:** 12/23/2025

Signed by: Jeffrey Levy  
**Director's Signature:** \_\_\_\_\_  
**Date:** 12/23/2025

**OFFICE OF PROCUREMENT APPROVAL**

DocuSigned by: Otis Thomas  
**Chief Procurement Officer's Signature:** \_\_\_\_\_  
**Date:** 2/10/2026