



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: Fleet
Requestor: Roberto Travieso	Title: Assistant Director
Phone: 954-964-4306	Email: rtravieso@hollywoodfl.org

Requested Vendor JF Acquisition, LLC dba JF Petroleum Group	Vendor Number: 105612
Address: 6701 Northpark Blvd Suite B, Charlotte, NC 28216	
Contact Person: Bryant Corpening	Title: Commercial Sales Vice President,
Phone: 704-393-8542 x1316	Email: bcorpening@jfpetrogroup.com

Total cost of the requested product/service: \$197,913.84	Total estimated annual (fiscal year) cost of requested product/service: \$197,913.84
Account Number(s): 334.519901.51900.563060.002049.000.000	

Piggyback/Cooperative Contract Summary

Piggyback/Cooperative Contract Number and Title:	Contract #081524
Awarding Agency:	Sourcewell
Services/Supplies to be provided:	Aboveground Fuel and Fluid Storage with Related Hardware, Software, and Services
Why are the Services/Supplies being obtained via a piggyback or cooperative contract (as opposed to issuing a solicitation or obtaining quotes):	

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.	X		Yes, the piggyback contract's pricing is more favorable than pricing we would obtain on our own. The City examined alternative contracts and found JF Acquisition, LLC dba JF Petroleum Group has consistently delivered high quality work on time and within budget.
2	Will use of the piggyback contract save City staff administrative time, efforts and resources? Please explain.	X		This piggyback will save the City staff a great deal of time and resources that can be used in other areas of demand.
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.	X		FY' 26 General Funds.

***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"> • Solicitation Packet; • Vendor's Original Bid/Proposal to the Solicitation • Bid/Evaluation Tabulation; • Award Notice; • Executed Contract and any Amendments; • Any additional relevant documents 	X		Information is attached.
5	Piggyback Contract is Valid? Please state the contract expiration and renewal dates.			Expires 11/18/2028 with three (3) additional one-year renewal terms.
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.	X		Sourcwell Contract #081524-JFA allows use by all government 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.	X		The contract was awarded through a solicitation Addendum 1 Fuel Fluid Storage RFP # 081524.
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.	X		The vendor agreed to honor the same pricing.
9	Does the piggyback contract have acceptable terms and conditions? Please explain.	X		The terms and conditions are exactly what we need for aboveground fuel and fluid storage with related hardware, software, and services for our deteriorating fuel island.
10	Piggyback Contract Certificate(s) of Insurance (COI) is acceptable to the City's Risk Management? Please attach COI/Risk approval, if applicable.	X		COI and Risk approval attached.
11	Piggyback Contract has Warranty Conditions? If yes, please list section or attach a copy of the warranty details.	X		Please see Article 1 General Terms; page 3 section 13-iii.
12	Piggyback Contract has liquidated damages? If yes, provide the daily liquidated amount or alternative damages.	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 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: Roberto Traverso
Requestor's Signature: _____
Date: 3/30/2026

DocuSigned by: Joseph S Kroll
Director's Signature: _____
Date: 3/30/2026

OFFICE OF PROCUREMENT APPROVAL

DocuSigned by: Otis Thomas
Chief Procurement Officer's Signature: _____
Date: 3/30/2026