



PIGGYBACK/COOPERATIVE PURCHASE REQUEST FORM

PROCUREMENT MANAGEMENT DIVISION

Requesting Department: Parks and Recreation
Primary Contact Name: Andrew Plotkin
Primary Contact E-mail: andrew.plotkin@citynmb.com
Secondary Contact Name: Dwight Jackson
Secondary Contact E-mail: dwight.jackson@citynmb.com
Department Phone: 305-948-2957
Department Fax: 305-787-6040

Company Name: Florida CDI, LLC DBA Christmas Designers
Contact Name: Joe Cambell
Company Address: 3124 NW 16 Terrace
Pompano Beach FL 33064
Company Phone: 954-973-4225
Company Fax:
Company E-mail: joe@christmasdesigners.com
Vendor Registration #: 523901

Piggyback Contract Details

- 1. Contract Title: New Contracting Taking over Existing - Holiday Program 2021
a. Awarding Agency Town of Davie b. Solicitation # RFP #JA 20 87
c. Solicitation included? Yes [] Awarded Letter included? Yes [] Proposal/Quote from Company included? Yes []
2. Description of the Scope of Service of This Contract: Citywide Holiday lighting and decor
3. Total Value of Contract: \$ 75,500
4. Account Number(s): FY FY23 010710.572350 FY FY23 474810-350

Contract Verification Information

- 5. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product / service? Yes [] No []
6. 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 the related items? Yes [] No []
7. 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 sources(s).

Required Documents Checklist

Contract Explanation Memo [] Solicitation [] Award Letter [] Proposal/Quote []
Renewal Letter [] Risk Manager Approved Insurance Certificate [] Vendor Registration Form []

Grant Information (only applicable if grant related purchase)

- 11. Provide details (expiration dates, special requirements, etc).
12. Will this require matching funds? Yes [] No []
13. Grant source? Grant (dollar) amount?
14. Complete an advanced search of the vendor recommended for award on the federal governments system for Award Management at www.sam.gov. Attach a copy of the results.

Approved

Date

Andrew Plotkin

7/21/22

Form Prepared By:

Dept. Head:

HR Director:
(Employee/ Risk Only)

IT Manager:
(Technology Only)

Finance Director:

Chief Procurement Officer:
(Purchases/Contract up to \$25,000.00)

City Manager:
(Purchases/Contracts up to \$50,000.00)

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Phillip Ford

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DocuSigned by:

A. Ford

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7/21/22

Purchases/Contracts exceeding \$50,000.00 will be placed on the next Commission Agenda pending Procurement review

3-4.3 Use of Other Governmental Entities' Contracts


Subject to the spending limitations in Section 3-3.14 and upon a determination that the supplies, materials, equipment or contractual services needed by the City are comparable to solicitation procedures substantially equivalent to the requirements of the North Miami Beach Purchasing Code, the Purchasing Agent may procure, without following formal contract procedure, all supplies, materials, equipment and contractual services which are the subject of contracts with the State of Florida, 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; provided, however, that this section shall apply only if (i) the supplies, materials, equipment or contractual services are the subject of a price schedule negotiated by the State of Florida or the United States government, or (ii) the supplies, materials, equipment or contractual services are the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.



PROCUREMENT EXPLANATION MEMO

PROCUREMENT MANAGEMENT DIVISION

TO: **Arthur H. Sorey, III**
City Manager
VIA: Chief Procurement Officer

FROM:  **Andrew Plotkin**
Name
Director of Parks and Recreation
Title/Department

DATE: 7/21/22

RE: City-wide Holiday Lighting

Fiscal Amount not to Exceed: \$ 75,500 **Vendor #** 523901

Purpose (How does it align with City NMB Strategic Plan?):

Provide a beautiful, safe and livable community while providing excellent services and facilities.

Background:

The City provides holiday lighting and decor during the holiday season from November through January. The holiday lighting and decor are displayed down the medians on 19th avenue and 35th avenue. Holiday lighting is also provided on the Parks and Recreation, City Hall, PSA and Police buildings, as well as in the parking driveway between police and city hall.

Recommendation:

The Parks and Recreation Department recommends the piggyback award for Florida CDI, LLC DBA Christmas Designers

Fiscal Impact / Account Number(s):

FY23 010710.572350
FY23 474810-350

Contact Person(s):

Andrew Plotkin