

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 2, 2014
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Blanket Purchase Order with Polydyne, Inc. for the supply of Dry Polymer

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities Department
 - 2) Type of Agreement – Blanket Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Bid Number F-4375-13-JE
 - 4) Term of Contract
 - a) initial – One year
 - b) renewals (if any) – Two additional one year periods (This is first renewal option)
 - c) who exercises option to renew – City
 - 5) Contract Amount – Estimated annual amount of \$189,750.00
 - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
 - 8) Scope of Services – Contractor to supply dry polymer for use in the wastewater treatment process.
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager