

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM
WATER TREATMENT PLANT**

CITY OF HOLLYWOOD
PROCUREMENT SERVICES
DIVISION
2015 OCT 30 AM 9:09

DATE: October 29, 2015

FILE: WTP-16-005

TO: Joel Wasserman, Director Procurement Services

VIA: *for* Steve Joseph, P.E., Director Public Utilities *[Signature]* 10/29/15

VIA: *[Signature]* Francois Domond, P.E., Deputy Director Operations Public Utilities 10/29/15

FROM: Taylor P. Calhoun, III, Manager Public Utilities - WTP *[Signature]*

SUBJECT: Expenditure increase for BPO B002571
(NALCO Company, Antiscalant)

ISSUE:

Expenditure increase to the current Blanket Purchase Order (BPO) between the City of Hollywood and NALCO Company for the procurement of antiscalant for the Water Treatment Plant (WTP).

EXPLANATION:

During the first year contract renewal cycle, the City of Hollywood WTP provided an estimated annual fiscal year budget expenditure of \$53,466.00 for the supply of one full load of antiscalant from the NALCO Company. Based on previous usage, the estimate was to provide antiscalant through the fiscal year not through the contract term end date of March 10, 2016.

However, before the established contract end date, the WTP requires one (1) additional load of antiscalant to secure the necessary drinking water treatment and production. Therefore the WTP requests increasing expenditure limits to the established BPO (B002571) to the NALCO Company to include one additional load of antiscalant in the estimated amount of \$54,500.00.

Funding for the requested increase is available in WTP operational account number 42.4011.00000.536.005233 (Chemical Supplies).

RECOMMENDATION:

The Department of Public Utilities recommends and requests increasing the expenditure amount of BPO B002571 to the NALCO Company by \$54,500.00.



City of Hollywood, Florida

2600 HOLLYWOOD BLVD. • P.O. Box 229045 • ZIP 33022-9045

DATE: **November 9, 2015**

RE: BLANKET ORDER # **B002571**

PRODUCT/SERVICE: **Supply of Antiscalant-
Revised**

**Nalco Company V#29785
Attn: Lech Czerwinski
875 Concourse Parkway South, Ste 150
Maitland, FL 32751**

Telephone Contact: 630-305-2038
Fax: **630-839-5034**

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- | | | |
|-------------------------------------|---|--------|
| <input type="checkbox"/> | FORMAL BID # | |
| <input type="checkbox"/> | INFORMAL BID # | DATED: |
| <input type="checkbox"/> | RENEWAL OF FORMAL BID # | DATED: |
| <input type="checkbox"/> | EXTENSION OF FORMAL BID/RFP# | DATED: |
| <input type="checkbox"/> | WRITTEN QUOTATION # | DATED: |
| <input type="checkbox"/> | VERBAL QUOTATION PER | DATED: |
| <input type="checkbox"/> | STATE OF FLORIDA CONTRACT # | DATED: |
| <input type="checkbox"/> | BROWARD COUNTY BID # | |
| <input checked="" type="checkbox"/> | OTHER: City of Pompano Beach Bid #E-25-14 1st Renewal | |

The term of this order is **3/11/2015** through **3/10/2016**

The estimated dollar value is **\$107,966.00**.

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please contact **Robert Lowery** at (954) 921-**3552**

c: Public Utilities
Water Treatment Plant
Finance

CITY OF HOLLYWOOD
BLANKET PURCHASE ORDERS
03/11/14 - 03/10/16

BPO #	B002571	DATE :	04/07/14	START DATE :	03/11/14	END DATE :	03/10/16	CONTRACT # :	POMPANO BCH E-25-14		
LINE #	VENDOR	ADDR #	STOCK #	REF #	TYPE	TRANS #	UOM	MIN QTY	MAX QTY	UNIT PRICE	QTY USED
HAZARDOUS											
1	29785	0		ANTI	N	298700000878	GA	00000001.0000	00008985.0000	11.90000	00009151.2610
	NALCO COMPANY			885/00	42.4011.00000.536.005233				Chemical Supplies		
BPO DESCRIPTION:	SUPPLY OF ANTISCALANT										
BPO DESCRIPTION:											
BPO DESCRIPTION:	MFG. NALCO COMPANY										
BPO DESCRIPTION:	PC-1850T										
BPO DESCRIPTION:	ORDERS SHALL BE NO LESS THAN 2,500										
BPO DESCRIPTION:	AS PER SPECIFICATIONS OF CITY OF										
BPO DESCRIPTION:	POMPANO BEACH BID #E-25-14										
BPO DESCRIPTION:	RESOLUTION# R-2015-055										



CITY OF HOLLYWOOD, FLORIDA

Procurement Services Division

2600 Hollywood Blvd. • Room 303 • P. O. Box 229045 • Hollywood, Florida 33022-9045
Phone (954)921-3299 • Fax (954)921-3086

January 8, 2015

Nalco Company
Attn: Lech Czerwinski
875 Concourse Parkway South, Ste 150
Maitland, FL 32751

Dear Vendor:

Our Agreement for the supply of Antiscalant based upon City of Pompano Beach Bid # H-12-11, Blanket Purchase Order B002571, expires March 10, 2015.

The Procurement Services Division would like to renew the agreement for a one (1) year renewal period under the terms and conditions utilizing Blanket Purchase Order B002571 (copy attached).

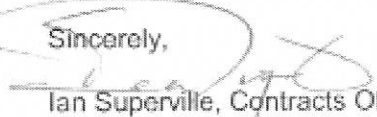
Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

If you are unable to renew this agreement, please explain reason(s) in a separate letter.


Thanks for your help with this matter and as always, please call me at 954-921-3552 if you have questions.

A response as soon as possible would be appreciated.

Sincerely,


Ian Superville, Contracts Officer
Procurement Services Division

IS/dm

X I agree: 

I disagree: _____

Name: LECH CZERWINSKI ^{DISTRICT SALES} _{ENGINEER}
(Typed or Printed & signature)

Date: 1-15-15



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: January 8, 2015

FILE: PR-15-054

TO: Steve Joseph, Director, Public Utilities

VIA: Joel Wasserman, Director, Procurement Services

RECEIVED
1-13-15

FROM: Ian Superville, Procurement Contracts Officer
Procurement Services

SUBJECT: Blanket Contract Renewal for the Supply of Antiscalant for the Water Treatment Plant-Nalco Company-B002571

ISSUE:

The current period of the above contract expires March 10, 2015. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

Notification of Intent to Renew must be mailed to the vendor thirty (30) calendar days in advance of the contract expiration date. Accordingly, it is requested that you give this matter your immediate attention thereby providing a timely reply to preclude contract expiration.

If you do not want to renew this contract, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above and if a new contract is to be established, you must submit bid specifications.

RECOMMENDATION:

Please reply as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.

Date: 1/26/15

To: Ian Superville, Procurement Services

The Director of Public Utilities recommends the following:

TRC

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4011.00000.536.0052.33.

☐ DO NOT renew this contract. See attached memo explaining the reason(s).

☐ DO NOT renew this contract. DO NOT prepare a replacement bid (items/services no longer needed).

☒ Estimated: annual usage/expenditure is \$ 53,466.00/year

By: [Signature] 1/29/15

Title:

Steve Joseph P.E.
Public Utilities Director

01/28/15



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: <u>1-13-15</u>	Division/Area: <u>4011 Water Plant</u>
Department/Office: <u>Public Utilities</u>	Title: <u>Plant Manager</u>
Contact Person: <u>Taylor Calhoun</u>	Contact Email: <u>tcalhoun@hollywoodfl.org</u>
Contact phone number: <u>954-967-4230</u>	
Purchase Order/Blanket Purchase Order #: <u>B002571</u>	
Contract Expiration Date: <u>03/10/15</u>	
Vendor: <u>NALCO</u>	Contact Person: <u>John Morrow</u>
Contact phone number: <u>630-305-1000</u>	Contact Email:
Good/Service: <u>Antiscalent PC-1850T</u>	Solicitation #:

1. How would you rate the quality of goods/services?

☐ Excellent ☐ Good ☒ Satisfactory ☐ Poor

2. How would you rate the courteousness vendor's personnel?

☐ Excellent ☐ Good ☒ Satisfactory ☐ Poor

3. With regards to the goods or services provided, how satisfied are you with the following items?
(Please check one per category)

	Excellent	Good	Satisfactory	Poor
Overall Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Are all goods/services on the contract being performed at the agreed upon time and manner?

☒ Yes ☐ No

If no, please explain?

5. If you contacted the vendor, were all your questions or any issues resolved to your complete satisfaction?

☒ Yes ☐ No ☐ Did not need to contact

If no, please explain?



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

6. Has the invoicing been timely, accurate and in accordance with the contract?

☒ Yes ☐ No

If no, please explain?

7. Does the Department/Office recommend renewing a contract based upon the available renewal options when the current agreement expires?

☒ Yes ☐ No

If no, please explain?

8. Please state any additional comments about your experience with this vendor and the goods/services provided.

An issue exists with the Tracer instrument.
Vendor has made efforts to correct, currently
they are working to resolve issue.

Department/Office Director's Name:

Department/Office Director's Signature:

Jeff
2/12/15

[Signature]

2/12/15