



City of Hollywood, Florida

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

DATE: **June 5, 2014**

RE: BLANKET ORDER # **B002571**

PRODUCT/SERVICE: **Supply of Antiscalant**

Nalco Company
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 | |

The term of this order is **3/11/2014** through **3/10/2015**

The estimated dollar value is **\$53,466.70**.

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 **Ian Superville** at (954) 921-3552

c: Public Utilities
Water Treatment Plant
Finance



CITY OF HOLLYWOOD, FLORIDA

MAY 15 2014

PROCUREMENT SERVICES DIVISION

Piggybacking Request Form

(Use for purchase(s) over \$10,000, when piggybacking off other contracts)

Date 5/19/14

Department/Office Public Utilities

Division/Area 4011 Water Plant

Contact Person Taylor Calhoun

Title Plant Mgr.

Phone 954-967-4230

Email tcalhoun@hollywoodfl.org

1. Requested Vendor Nalco Company

Vendor Number 29785

Address 875 Concourse Parkway South, Ste 150 - Maitland, FL 32751

Contact Person Lech Czerwinski

Title District Sales and Services En

Phone 630-305-2038

Email lczerwinski@nalco.com

2. Contract title requesting to piggyback? Bid E-25-14 Antiscalant

Awarding Agency City of Pompano Beach

Contract Expiration Date 3/11/15

Copy of Contract and Awarding Agency documentation is attached.

☒ Yes ☐ No

3. Product/Service being requested (be specific). Purchase Supply of Antiscalant

4. Detailed description of the products/services function and purpose. supply chemical and metering equipment for the membrane treatment process to ensure the removal of dissolved solids does not plate out onto the surface of the membranes.

5. Please explain what process the Department/Office took to verify and/or identify this contract. _____

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

6. Were alternative contracts evaluated to determine that the City is obtaining the most advantageous contract pricing for the required product/service?

☐ Yes ☒ No

Please explain _____

7. Total cost of the requested product/service. 4493 gals/yr.

8. Total estimated annual (fiscal year) cost of requested product/service. _____

Account Number(s) 42.4011.00000.536.005233

9. Is this product/service covered by a warranty? ☐ Yes ☐ No

If yes, please attach a copy of the warranty details.

10. 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 related items?

☐ Yes ☐ No

If yes, please describe the related products/services and estimated cost(s.) _____

11. 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 source(s.) _____

12. Is this a grant related purchase? ☐ Yes ☒ No

If yes, please provide details (timeline, expiration dates, milestones, special procurement requirements, etc.) _____

Will this require matching funds? ☐ Yes ☐ No

What is the grant source? _____

What is the grant (dollar) amount? _____

13. Please complete an advanced search of the vendor recommended for award on the Federal Government's Excluded Parties List System at www.epls.gov.

Date of Advanced Search _____

Company Name(s) Searched _____

Search Results _____

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)

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 and recommend its approval based on the contract complying with the City of Hollywood's scope and pricing requirements and to the best of your knowledge the contract does not violate any applicable policy, statute, governing rule or regulation.

Contact Person's Signature

Date

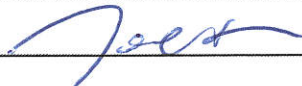
Supervisor's Signature

Date

Director's Signature

Date

APPROVAL (Procurement Service Division Use Only)

Verified By:		Date	5-22-14
Approved By:		Date	5-22-14

Procurement Service Division use only

Requisition # R _____
BPO _____
(As Applicable)

Purchase Order # P _____
(As Applicable)

Blanket Purchase Order # _____
(As Applicable)



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: March 12, 2014

FILE: PR-14-096

TO: Steve Joseph, Director, Public Utilities

VIA: Joel Wasserman, Director, Procurement Services

FROM: Ian Superville, Procurement Contracts Officer
Procurement Services

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

ISSUE:

The previous contract-B002288 expired March 8, 2014. A new contract will be established if it is determined to be in the City's best interest and the vendor agrees to the contract in writing.

EXPLANATION:

If you wish to establish this contract, please complete and return this form to my attention along with the attached Contract Evaluation Form.

If you do not want to establish 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 by returning this memo appropriately filled out, signed and dated.

Date: 3-13-14

To: Ian Superville, Procurement Services

The Public Utilities Department recommends the following:

☒ ESTABLISH the contract under the same terms and conditions. The Budget Account Number to be charged:

42.4011.00000.536.005233

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

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

☒ Estimated annual usage/expenditure is 4493 gals/yR.

By: [Signature]

3/18/14

Title:

Steve Joseph P.E.
Public Utilities Director

h:\fy14\m



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

Department/Office
Contract Renewal Evaluation

Date: 3/13/14	
Department/Office: Public Utilities	Division/Area: 4011 Water Plant
Contact Person: Taylor Calhoun	Title: Water Plant Mgr.
Contact phone number: 954-967-4230	Contact Email: tcalhoun@hollywoodfl.org
Purchase Order/Blanket Purchase Order #: B002288	
Contract Expiration Date: 03/08/14	
Vendor: NALCO	Contact Person:
Contact phone number:	Contact Email:
Good/Service: an Fiscaler	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

left
3/14/14

Department/Office Director's Name: _____

Department/Office Director's Signature: _____

3/18/14



CITY OF HOLLYWOOD, FLORIDA

PROCUREMENT SERVICES DIVISION

2600 HOLLYWOOD BLVD. • ROOM 303 • P. O. BOX 229045 • ZIP 33022-9045
PHONE: 954-921-3299 • FAX: 954-921-3086

May 13, 2014

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

Dear Mr. Czerwinski:

Our Agreement for the Supply of Antiscalant based upon City of Pompano Beach Bid # H-12-11, Blanket Purchase Order B002288, expired on March 8, 2014.

The Procurement Services Division would like to establish a new agreement for a one (1) year period under the terms, conditions and pricing utilizing City of Pompano Beach Bid # E-25-14 (copy attached).

If you are willing to honor your bid pricing and establish this agreement, please sign below. If you are not, please sign and explain reason(s) in a separate letter.

Award is subject to the receipt of all required insurance certificate(s). If you have not already done so, please forward updated certificates directly to Procurement Services.

Thanks for your help with this matter and as always, please call me at 954-921-3552 or e-mail to isuperville@hollywoodfl.org if you have questions.

A response as soon as possible would be appreciated.

Sincerely,

Ian Superville, Procurement Contracts Officer
Procurement Services Division

I agree: _____

(Signature)

I disagree: _____

Name: LECH CZERWINSKI
(Typed or Printed)

Date: 5-14-14



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

March 12, 2011

Diana Aston, District Administrator
Nalco- An Ecolab Co.
1601 W. Diehl Rd.
Naperville, IL 60563

Via Facsimile (630) 839-5034

Dear Ms. Aston,

The City Commission, at their March 11, 2014 meeting, agenda item #3, approved award of a contract to your company for the following:

Bid E-25-14 Antiscalant

The contract period shall be one year, through March 11, 2015. The City will place orders for antiscalant as needed at the unit price bid of \$11.90 per gallon throughout the contract period. The specifications, terms, and conditions of the Bid shall remain firm for the initial contract period, and any renewal period. Contract renewal may be made as per the terms contained in the bid document.

As required by the Bid specifications, please forward current insurance certificates to the Purchasing office within ten (10) days of receipt of this letter. I have enclosed a copy of the Insurance section from the Bid for your reference. Please have your insurance agent fax copies of the certificate(s) to the Purchasing office at (954) 786-4168, and mail the current certificate(s) to City of Pompano Beach, Attention Risk Manager, 100 West Atlantic Boulevard, Pompano Beach, Florida, 33060.

After the insurance certificate has been approved by the Risk Manager a Purchase Order will be issued for the project.

If you have questions regarding the terms of the contract, please telephone me at (954) 786-4098. Thank you.

Very truly yours,

Jeff English
Purchasing Agent

enclosure

cc: Phil Hyer, Utilities
file

Lashonne Canty

From: Otis Thomas <Otis.Thomas@copbfl.com>
Sent: Wednesday, March 12, 2014 3:04 PM
To: Lashonne Canty
Cc: Jeffrey English
Subject: RE: BID E-25-14 --ANTISCALANT
Attachments: Bid E-25-14 ANTISCALANT.zip

Hello Lashonne,

This Bid has been awarded. I have enclosed a copy of the Awarded low bid, and the tabulation. (Note: Low Bidder was non-responsive)

Jeff, will provide the Award Letter to you shortly.

Regards,

Otis J. Thomas
Interim General Services Director
City of Pompano Beach, Fla.
954-786-4098 - Phone
954-786-4168 - Fax
otis.thomas@copbfl.com



From: Lashonne Canty [<mailto:LCANTY@hollywoodfl.org>]
Sent: Wednesday, March 12, 2014 1:44 PM
To: Otis Thomas
Subject: BID E-25-14 --ANTISCALANT

Hello Otis,

Can you provide me with the status of Bid E-25-14, we would like to Piggyback off your contract pending the award.

Thank you,

Lashonne Williams-Canty

Lashonne Williams-Canty
Procurement Services/ City of Hollywood
Phone: 954-921-3248
Fax: 954-921-3086

CITY OF POMPANO BEACH -- BID TABULATION

Bid #: E-25-14 Title: Antiscalant

Date 02/12/14

Bidder:	American Water Chemicals 1802 Corporate Center Lane Plant City, FL. 33563	Nalco - An Ecolab Co. 1601 West Diehl Rd. Naperville, IL, 60563
Antiscalant, as specified in bid	\$9.60	\$11.90
TOTAL PER GALLON	\$9.60	\$11.90
Notes		

Bidder Name NALCO
- AN ECO LAB CO.



**City of Pompano Beach, Purchasing Division
1190 N.E. 3rd Avenue, Building C
Pompano Beach, Florida, 33060**

BID E-25-14 --ANTISCALANT

January 28, 2014

The City of Pompano Beach is currently soliciting bids for an annual contract for the purchase of antiscalant to be used by the Utilities Department in water treatment. Sealed bids will be received until 2:00 p.m. (local), February 12, 2014, in the Purchasing office at 1190 North East 3rd Avenue, Building C, Pompano Beach, Florida. These bids will then be publicly opened at the above time and date in the presence of City officials. Bid openings are open to the public. All bidders and/or their representatives are invited to be present. Bids may not be submitted by facsimile.

Once opened, the bids will be tabulated, evaluated, and presented to the appropriate City officials for contract award.

There are three (3) sections in this bid: Specifications/Special Conditions, General Conditions, and Proposal. Please read all sections thoroughly. Complete the bid in accordance with the instructions and return all numbered pages, initialed at the bottom of each page, when you submit your bid package. Failure to do so may result in the rejection of your bid.

If you need any additional information regarding this bid, please contact Jeff English, Purchasing Agent, at (954) 786-4098.

SECTION I - SPECIFICATIONS/SPECIAL CONDITIONS

A. Intent

The intent of this bid is to establish an annual, open-end contract for the purchase of bulk antiscalant, delivered, as and when needed. This product will be used in the City's water treatment plant to produce drinking water, and all products bid must be authorized for such use. Vendor shall also provide dosage, monitoring and control equipment.

B. Contract Period

The initial contract period shall be one year, commencing March 8, 2014, or upon award by the appropriate City officials.

The City reserves the right to renew this agreement for two (2) additional one-year periods subject to vendor acceptance, satisfactory performance, and determination that renewal will be in the best interest of the City. All terms, prices and conditions shall remain firm for the initial period of the contract, and any renewal period.

In the event delivery/service is scheduled to end because of the expiration of this contract, the Contractor shall continue to deliver/service upon the request of the General Services Director. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the product/service at the rate in effect when this extension clause is invoked by the City.

C. Quantities

The City estimates ordering 6,000 gallons of antiscalant per year. No warranty or guarantee is given or implied as to the total amount to be purchased as a result of this contract. The quantities stated in this bid are estimates of annual usage, to be used for bid comparison purposes only. Antiscalant will be ordered as needed.

D. Basis of Award

Award will be made to the lowest responsive, responsible bidder.

To compare products to determine a bid award the City will evaluate the antiscalant and equipment proposed based on equivalence to the chemical and dosage/monitoring/control equipment specified.

E. Pricing

Liquid antiscalant to be furnished in bulk discharged into a 3,763-gallon storage tank located at the City's Water Treatment Plant. All prices bid shall be F.O.B. destination/delivered/discharged to the City of Pompano Beach Water Treatment Plant, 301 N.E. 12th Street, Pompano Beach, 33060. All prices bid are to include all delivery charges, and any applicable County/State/Federal environmental taxes or surcharges.

The unit cost of the chemical bid shall be all-inclusive, and cover all costs, including chemical and dosage/monitoring/control equipment.

No minimum order quantities shall be stipulated by bidders.

F. Delivery

Bidders are to state the number of calendar days after receipt of an order required for delivery. The City seeks a source of supply that will provide accurate and timely delivery. The awarded bidder must adhere to delivery schedules. If, in the opinion of the