

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** September 8, 2025

**FROM:** Damaris Henlon, General Counsel

**SUBJECT:** BPA (Piggyback from City of Deerfield Beach; supply and deliver sulfuric acid 93%)

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Development Services
  - 2) Type of Agreement – BPA
  - 3) Method of Procurement (RFP, bid, etc.) – Section 38.41 (C)(5) of the Code of Ordinances allows the Chief Procurement Officer to 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.
  - 4) Term of Contract: 3-year term, October 1, 2025, through July 16, 2028, with three optional one-year renewal periods. Renewals: July 17, 2028, to July 16, 2029 July 17, 2029, to July 16, 2030 July 17, 2030, to July 16, 2031.
  - 5) Contract Amount – Annual amount up to \$504,000.00.
  - 6) Termination Rights –City's Terms and Conditions.
  - 7) Indemnity/Insurance Requirements –City's Terms and Conditions.
  - 8) Scope of Services: Supply and delivery of sulfuric acid 93%.
  - 9) Other Significant Provisions: City of Deerfield ITB #25-016.
- cc: George R. Keller, Jr. CPPT, City Manager