

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                   **DATE:** May 27, 2025  
**FROM:** Damaris Henlon, Interim General Counsel  
**SUBJECT:** BPA Brenntag (Piggyback from City of Margate)

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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 – Public Utilities
  - 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: City of Margate initial term of one year from April 19, 2025, to April 18, 2026, with two optional one-year renewals.
  - 5) Contract Amount – Annual amount up to \$990,000.00.
  - 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 sodium hydroxide.
  - 9) Other Significant Provisions: Southeast Florida Governmental Purchasing Cooperative Group Contract No. 2023-006.
- cc: George R. Keller, Jr. CPPT, City Manager