



**CITY OF HOLLYWOOD, FLORIDA**  
**PROCUREMENT SERVICES DIVISION**

DATE: June 28, 2017

FILE: PR-17-209

TO: ~~Chuck Ellis, Director, Parks, Recreation, & Cultural Arts~~  
Sylvia Glazer, Director, Public Works

FROM: *PAK* Paul A. Bassar, Director, Procurement Services & Contract Compliance

SUBJECT: Blanket Contract Expiration of Blanket Purchase Orders B002804, B002805, B002806, and B002812 for the purchase and supply of Fertilizer.

**ISSUE:**

The current period of B002804 with SiteOne Landscape Supply for the purchase of 15-2-15 fertilizer, B002805 with Diamond R, Fertilizer for the purchase of 6-2-0 and 5-3-0 fertilizer, B002806 with Howard Fertilizer Inc for the purchase of 19-0-19 with Pre-M, and B002812 with Sunnland Corp for the purchase of 24-2-11 fertilizer, expires on August 16, 2017 with no available renewals. The SE Florida Cooperative Purchasing Group's Lead Agency on this Bid, The Town of Davie is currently in the process of rebidding this agreement.

**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 to Procurement Services as soon as possible by returning this memo appropriately filled out, signed and dated.

Date: 7/11/17

To: Paul A. Bassar, Procurement Services

The Director recommends the following:

RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 01316900417572005235.

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: (please fill in blanks below):  
SiteOne \$ 10,000 ✓ Diamond R: \$ 2,000 ✓  
Howard: \$ 15,000 SunnLand: \$ 10,000

*\$ 37,000K*

By: Jason Haynes Title: Asst. Parks & Athletics Manager

*Hello Hilde,  
we also use account # 013169.00417.572.005224 for these purchases.  
these companies sole sell them fertilizers, Thanks SB*