



# City of Hollywood, Florida

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

DATE: **January 12, 2015**

RE: **BLANKET ORDER # B002568**

PRODUCT/SERVICE: **Hydrofluosilic Acid  
(Fluoride) - Water Treatment Plant**

**Harcros Chemicals, Inc.  
Attn: Gary Delk  
5132 Trenton Street  
Tampa, Florida 33619**

Telephone Contact: 813-247-4531  
Fax: 813-247-7917

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: <b>Broward Cooperative Bid No. 432-11261- Ft. Lauderdale</b> |        |

The term of this order is **3/1/2015** through **2/29/2016**.

The estimated dollar value is **\$91,000.00**.

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

c: Public Utilities  
Water Treatment Plant  
Finance



# 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

December 17, 2014

Harcros Chemicals, Inc  
Attn: Gary Delk  
5132 Trenton Street  
Tampa, FL 33619

Dear Vendor:

Our Agreement for Hydrofluosilicic Acid 23-25% (Fluoride) based upon Cooperative Bid Number 432-1126, Blanket Purchase Order B002568, expires February 28, 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 B002568 (copy attached).

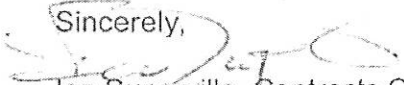
Please advise your interest in renewing this Agreement by marking the appropriate response, signing, and returning this correspondence.

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

I agree: Gary Delk, Regional Mgr

I disagree: \_\_\_\_\_

Name:   
(Typed or Printed & signature)

Date: January 5, 2015



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

**DATE:** December 17, 2014 **FILE:** PR-15-044

**TO:** Steve Joseph, Director, Public Utilities

**VIA:** Joel Wasserman, Director, Procurement Services *JW*

**FROM:** Ian Superville, Procurement Contracts Officer  
Procurement Services *IS*

**SUBJECT:** Blanket Contract Renewal for the Supply of Hydrofluosilicic Acid (Fluoride) for the Water Treatment Plant-Harcros Chemicals-B002568

**ISSUE:**

The current period of the above contract expires February 28, 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: 01/05/2015 To: Ian Superville, Procurement Services

The Director of Public Utilities recommends the following:

*TE* ☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4011.00000.536.005233 CHEMICALS  
or 42.4000.31713.536.006301 (Fluoride - Grant Project)

☐ 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 \$ 91,000.00

By: *[Signature]* 1/9/15

Title: -

Steve Joseph P.E.  
Public Utilities Director



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

**Department/Office**  
**Contract Renewal Evaluation**

Date: 01/05/2015	
Department/Office: Public Utilities	Division/Area: 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 #: B002568	
Contract Expiration Date:	
Vendor: Harcros Chemical	Contact Person:
Contact phone number:	Contact Email:
Good/Service: Fluoride	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?

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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?

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

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Department/Office Director's Name: \_\_\_\_\_

Department/Office Director's Signature: \_\_\_\_\_

1/8/15  
1/8/15

 1/9/15