

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 19, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Confirming Purchase Order with Nalco Company for the supply and delivery of antiscalant

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
 - 2) Type of Agreement – Purchase Order
 - 3) Method of Procurement (RFP, bid, etc.) – Competitively Bid by the City of Pompano Beach Bid No. E-25-14.
 - 4) Term of Contract
 - a) initial – One year
 - b) renewals (if any) – Two additional one-year periods (Existing first one-year renewal period)
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$53,554.60 (Total expenditure \$107,020.00)
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall supply antiscalant for the membrane treatment process to ensure that the removed, dissolved solids do not plate out onto the surface of membranes making the membranes ineffective.
 - 9) Other significant provisions – Confirming Purchase Order necessary due to underestimated initial supply of product.
- cc: Wazir Ishmael, City Manager