



# City of Hollywood, Florida

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

DATE: **July 28, 2015**

RE: BLANKET ORDER #: **B002522**

PRODUCT/SERVICE: **Supply of Dry Polymer**

**Polydyne Inc. V#11838**

**Attn: Lawrence D. Grizzle  
One Chemical Plant Road  
Riceboro, GA 31323**

Telephone Contact: 912-880-2035

**Fax: 912-880-2078**

**Email: polybiddpt@snfhc.com**

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 checked="" type="checkbox"/> RENEWAL OF FORMAL BID #: <b>F-4375-13-JE</b> | 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 type="checkbox"/> OTHER:  |        |

The term of this order is **10/1/2015** through **9/30/2016 (Second and Final Renewal)**.

The estimated dollar value is **\$189,750.00**

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 **Robert Lowery** at (954) 921-3552

*RL*

c: Public Utilities  
Underground Utilities  
Finance

CITY OF HOLLYWOOD  
BLANKET PURCHASE ORDERS  
10/01/13 - 09/30/15

[illegible]



# 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

July 9, 2015

Polydyne, Inc.  
Attn: Lawrence D. Grizzle  
One Chemical Plant Road  
Riceboro, GA 31323

Dear Vendor:

Our Agreement for the Supply of Dry Polymer based upon Bid Number F-4375-13-JE, Blanket Purchase Order B002522, expires on September 30, 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 B002522 (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,

Robert Lowery, Contracts Officer  
Procurement Services Division

RL/dm

I agree: Boyd Stanley  
(Signature)

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

Name: Boyd Stanley, Business Director  
(Typed or Printed)

Date: 7/10/15



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

**DATE:** July 9, 2015

**FILE:** PR-15-208

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

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

**FROM:** Robert Lowery, Contracts Officer, Procurement Services *RL*

**SUBJECT:** Blanket Contract Renewal for the Supply of Dry Polymer - B002522  
Polydyne Inc

2015 JUL 16 PM 2:15

CITY OF HOLLYWOOD  
PROCUREMENT SERVICES  
DIVISION

**ISSUE:**

The current period of the above contract expires September 30, 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 to Procurement Services as soon as possible, by returning this memo appropriately filled out, signed and dated.**

Date: 7/10/15

To: Robert Lowery, Procurement Services

The Director of Public Utilities recommends the following:

*Conf* ✓ ☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4041.00000.536 - 005233 - "Chemical Supplies"

☐ 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).

*Conf* ✓ Estimated annual usage/expenditure is: \$189,750.00

By: *Conf*  7/14/15

Title:

Steve Joseph P.E.  
Public Utilities Director



# CITY OF HOLLYWOOD, FLORIDA

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## PROCUREMENT SERVICES DIVISION

### Department/Office Contract Renewal Evaluation

<b>Date:</b> 7/10/15	
<b>Department/Office:</b> Public Utilities	<b>Division/Area:</b> Wastewater
<b>Contact Person:</b> Coy Mathis	<b>Title:</b> Public Utilities Manager
<b>Contact phone number:</b> 954-921-3288	<b>Contact Email:</b> cmathis@hollywoodfl.org
<b>Purchase Order/Blanket Purchase Order #:</b> BOO2522	
<b>Contract Expiration Date:</b> 9/30/15	
<b>Vendor:</b> Polydyne, Inc.	<b>Contact Person:</b> Lawrence D. Grizzle
<b>Contact phone number:</b> 912-880-2035	<b>Contact Email:</b>
<b>Good/Service:</b> Supply of Dry Polymer – Clarifloc SW241.	<b>Solicitation #:</b> F-4375-13-JE

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Frequency of Contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsiveness to request	<input checked="" type="checkbox"/>	<input 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?

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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?

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**CITY OF HOLLYWOOD, FLORIDA**

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**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: Steve Joseph, P. E.

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

*Conf*  
*[Signature]* 7/14/15  
*kept*  
*7/14/15*