

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 2, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Allied Universal Corporation for the additional supply of sodium hydroxide (less than a truckload) which increases the current Blanket Purchase Order from \$24,000.00 to \$64,000.00.

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 – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Initial Procurement (Cooperative Bid - City of Margate Bid Number 2014-009)** Section 38.40(C)(5) of the City's Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are 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, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.
- 4) Term of Contract
 - a) initial – One (1) year
 - b) renewals (if any) – two additional two-year periods
 - c) who exercises option to renew – City
- 5) Contract Amount – Existing Blanket Purchase Order B002576 estimated amount of \$24,000.00. This item will increase annual amount by \$40,000.00 for a total annual amount of \$64,000.00.
- 6) Termination rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor will comply with applicable City requirements.
- 8) Scope of Services – Allied Universal Corporation will provide additional sodium hydroxide (less than a truckload (an additional 24,164 gallons at \$1.89 per gallon)).

TERM SHEET CONTINUED FOR ALLIED UNIVERSAL CORPORATION

9) City's prior experience with Contractor (if any) – Yes.

10) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D., City Manager