

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 4, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Amendment to Blanket Purchase Order B002419 with Odyssey Manufacturing Company for the purchase of additional Sodium Hypochlorite which increases the Purchase Order Amount from \$121,200.00 to an estimated annual expenditure of \$223,200.00.

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 – Amendment to existing Blanket Purchase Order B002419
 - 3) Method of Procurement (RFP, bid, etc.) – Pursuant to Section 38.40(C)(8) of the City's Code of Ordinances, the City Commission may, when in the best interests of the City, by a unanimous vote, waive competitive bidding and competitive proposal requirements for the purchase of, and contracts for, supplies or services.
 - 4) Term of Contract
 - a) initial – 10/17/16 through 8/16/17
 - b) renewals (if any) – no.
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – The Amended Blanket Purchase Order will increase the contract amount from \$121,200.00 to \$223,200.00.
 - 6) Termination rights – Either party may terminate without cause upon 30 days advance written notice.
 - 7) Indemnity/Insurance Requirements – Standard BPO terms.
 - 8) Scope of Services – Odyssey Manufacturing Company will supply the Dept. of Public Utilities with additional Sodium Hypochlorite for the Water Treatment Plant.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager