



CITY OF HOLLYWOOD, FLORIDA
PROCUREMENT SERVICES DIVISION

DATE: March 6, 2017

FILE: PR-17-087

TO: Sylvia Glazer, Director, Public Works
Steve Joseph, Director, Public Utilities

FROM: Linda Silvey, Procurement Contracts Officer, Procurement Services *LS*

SUBJECT: Blanket Contract Renewal for the Supply & Delivery of Electrical Products, Related Services and Solutions – B002674 – Graybar Electric Company, Inc.

ISSUE:

The current period of the above contract expires March 31, 2017. The contract is renewable for a one year period if it is determined to be in the City's best interest and the vendor agrees to the renewal in writing.

EXPLANATION:

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.

Date: 3/7/2017

To: Linda Silvey, Procurement Services

The Director recommends the following:

☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is 42.4041.00785.536.004633

☐ 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 public Utilities - \$35,000

By: *JP.*
3/8/17

[Signature] 3/9/17
Steve Joseph P.E.
Public Utilities Director