

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 4, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Blanket Purchase Order with Carus Corporation for the purchase and delivery of sodium hexametaphosphate for operations at the Water Treatment Plant.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Public Utilities
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – **Piggyback. Palm Beach County RFQ No. 750785/MB.** 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 – effective immediately and will expire on November 15, 2020.
 - b) renewals (if any) – yes, three additional one year renewal periods.
 - c) who exercises option to renew –mutual
- 5) Contract Amount – In the estimated amount of \$70,000.00.
- 6) Termination Rights – Pursuant to Palm Beach County's RFQ and Term Contract, termination is for convenience or for cause.
- 7) Indemnity/Insurance Requirements – Yes, based upon Palm Beach County's indemnification and insurance provisions.

- 8) Scope of Services – Vendor will provide the Department of Public Utilities with sodium hexametaphosphate which is used as part of the Dept.'s preventive pipe corrosion program at the Water Treatment Plant and throughout the distribution system.
- 9) Other Significant Provisions: none
- cc: Dr. Wazir Ishmael, City Manager