



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

**DATE:** January 27, 2021 **FILE: PR-21-081**  
**TO:** Vivek Galav, Director, Public Utilities  
**FROM:** Robert Lowery, Procurement Contracts Officer, Procurement Services  
**SUBJECT:** Blanket Contract Renewal for Sodium Hydroxide - B003132 –Allied Universal Corp.

**ISSUE:**

The current period of the above contract expires **April 16, 2021**. The contract is renewable for a one (1) year period if it is determined to be in the City's best interest.

**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 as soon as possible by returning this memo appropriately filled out, signed and dated along with the attached Contract Renewal Evaluation Form.**

Date: 2/1/2021 To: Robert Lowery, Procurement Services

The Director recommends the following:

- ☒ RENEW the contract under the same terms and conditions. The Budget Account Number to be charged is WTP 442.400501.53600.552330.000000.000.000 \$208,000.00  
WWTP 442.400601.53600.552330.000000.000.000 \$105,000.00
- ☐ 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 \$313,000.000

By: VIVEK GALAV  
Title: DIRECTOR, PUBLIC UTILITIES

*Handwritten:*  
JMG  
104  
2/4/21



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

**Department/Office**  
**Contract Renewal Evaluation**

<b>Date:</b> 2/1/2021	
<b>Department/Office:</b> Public Utilities	<b>Division/Area:</b> 4011 Water Treatment Plant
<b>Contact Person:</b> Luis Montoya	<b>Title:</b> Public Utilities Manager Water Treatment Plant
<b>Contact phone number:</b> 954-967-4230	<b>Contact Email:</b> lmontoya@hollywoodfl.org
<b>Purchase Order/Blanket Purchase Order #:</b> B003132	
<b>Contract Expiration Date:</b> April, 16, 2021	
<b>Vendor:</b> Allied Universal Corporation	<b>Contact Person:</b> Cristhianne Munguia
<b>Contact phone number:</b> 305.888.2623	<b>Contact Email:</b> cristym@allieduniversal.com
<b>Good/Service:</b> Sodium Hydroxide	<b>Solicitation #:</b> Co-Op Bid #2018-013 City of Margate

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**  
**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?

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?

8. Please state any additional comments about your experience with this vendor and the goods/services provided:

2/11/21  
Department/Office Director's Name:

Vivek Galav

Department/Office Director's Signature:

Vivek Galav



**CITY OF HOLLYWOOD, FLORIDA**  

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**PROCUREMENT SERVICES DIVISION**

**Department/Office**  
**Contract Renewal Evaluation**

<b>Date:</b> 2/2/21	
<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> BOO3132	
<b>Contract Expiration Date:</b> 4/25/14	
<b>Vendor:</b> Allied Universal Corporation	<b>Contact Person:</b> Catherine Guillarmod
<b>Contact phone number:</b> 305-888-2623	<b>Contact Email:</b>
<b>Good/Service:</b> Supply & Delivery of Sodium Hydroxide – Less than a Truckload	<b>Solicitation #:</b> Cooperative Bid Number R-2018-013 – City of Margate

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**

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☒ 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: Vivek Galav, Director of Public Utilities, P. E.

*CGF*

Department/Office Director's Signature: *Vivek Galav*