

MEMORANDUM

Purchasing #17-117
July 14, 2017

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approval to Piggyback City of Leesburg Florida Contract #150451 for Liquid Sodium Hypochlorite

Contract Need/Background

The Utilities Department's Water Treatment Plant requests approval to purchase Sodium Hypochlorite, as needed, from Odyssey Manufacturing Co. The City of Leesburg issued bid 150451 on August 2015, and awarded a contract to the vendor listed above. The current contract is valid through September 30, 2018 with two one-year renewal options available.

Attached you will find copies of a memorandum from Utilities Department, an executed price agreement, the bid tabulation, and the City of Leesburg bid document.

Funding

Sodium Hypochlorite purchases will be funded from the appropriate Utilities operating account based on the purchase. Based upon usage the estimated expense will be \$268,800.00 per fiscal year.

Award Recommendation

After review of the City of Leesburg bid, it is recommended that purchase orders be issued to Odyssey Manufacturing Co., the awarded vendor, as needed, for the purchase of Sodium Hypochlorite at the prices specified in the City of Leesburg Bid 150451.

enclosures

cc: file