

**From:** [Certificate of Insurance](#)  
**To:** [Dana Nelson](#); [Stacy Myers](#); [Certificate of Insurance](#)  
**Subject:** RE: PMA Consultants Insurance and Type of Contract  
**Date:** Thursday, January 11, 2024 3:16:06 PM  
**Attachments:** [City-of-Hollywood\\_PMA-Consultants\\_23-24-GL,-BAUT,\\_6-26-2023\\_1406178335\\_1.pdf](#)  
[image001.png](#)  
[image003.png](#)

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Hello,

The COI is acceptable.

Thanks,

Stacy

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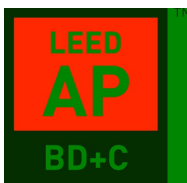
**From:** Dana Nelson <DNELSON@hollywoodfl.org>  
**Sent:** Thursday, January 11, 2024 2:34 PM  
**To:** Stacy Myers <SMYERS@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>  
**Subject:** FW: PMA Consultants Insurance and Type of Contract

Stacy,

Attached please find the COI for our scheduling consultant. Per Procurement's email below this will just be a PO not a contract. Please approve.

thanks,

Dana Nelson, LEED AP BD+C  
Construction Management Support Services Manager  
City of Hollywood  
Department of Design & Construction Management  
Office: 954-921-3992  
Cell: 754-295-6950  
E-mail: [Dnelson@hollywoodfl.org](mailto:Dnelson@hollywoodfl.org)



**From:** William Varandas <[WVARANDAS@hollywoodfl.org](mailto:WVARANDAS@hollywoodfl.org)>  
**Sent:** Thursday, January 11, 2024 12:07 PM  
**To:** Dana Nelson <[DNELSON@hollywoodfl.org](mailto:DNELSON@hollywoodfl.org)>  
**Cc:** Nicole Heran <[NHERAN@hollywoodfl.org](mailto:NHERAN@hollywoodfl.org)>  
**Subject:** RE: PMA Consultants Insurance and Type of Contract

Hello Dana,

By looking at the attached backup and information in Oracle for the PO that was issued for this service, only that memo was attached to the PO with the COI.

Essentially, we would just follow the same protocol and issue a PO for the upcoming services as well.

Would this upcoming service PMA provides be around the same price range spanning more than 1 year?

If so, the only thing we would do differently is to issue a Blanket Purchase Agreement to PMA if these services span over two or more Fiscal Years. If you have any questions about that, Tiffany can help explain.

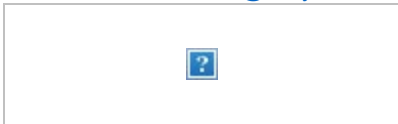
Thanks,

**William Varandas**

City of Hollywood  
Senior Purchasing Agent  
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**From:** Dana Nelson <[DNELSON@hollywoodfl.org](mailto:DNELSON@hollywoodfl.org)>  
**Sent:** Wednesday, January 10, 2024 4:15 PM  
**To:** William Varandas <[WVARANDAS@hollywoodfl.org](mailto:WVARANDAS@hollywoodfl.org)>  
**Cc:** Nicole Heran <[NHERAN@hollywoodfl.org](mailto:NHERAN@hollywoodfl.org)>  
**Subject:** PMA Consultants Insurance and Type of Contract

Hi William,

I am in the process of routing the renewal of PMA's contract, they are our scheduling and cost consultant. I attached their updated insurance certificate and Risk will ask what the insurance requirements are in the routing contract. My question is what type of contract will PMA be under, PSA or just a PO? I attached the previous routing for your reference.

Thank you,

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