




CITY OF HOLLYWOOD  
PROCUREMENT SERVICES  
DIVISION


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

2018 JUL 10 PM 3: 52

**DATE:** July 02, 2018 **FILE:** PR-18-205

**TO:** Wazir Ishmael, Ph.D.  
City Manager

**VIA:** George R. Keller, Jr. CPPT  
Assistant City Manager for Public Safety 

**VIA:** Adam Reichbach  
Assistant City Manager/Finance & Administration 

**FROM:** Paul A. Bassar  
Director of Procurement Services & Contract Compliance

**SUBJECT:** **Ninety (90) Day Extension for Blanket Purchase Order B002718 with MD Now Medical Centers, Inc. for Occupational Health Services.**

**ISSUE:**

The purpose of this request is to extend Blanket Purchase Order B002718 with MD Now Medical Centers, Inc., for a ninety (90) day extension period from August 1, 2018 through October 31, 2018, for an estimated combined expenditure not to exceed \$17,500.00 for occupational health services. The ninety (90) day extension will allow adequate time to prepare for the follow on award for occupational health services. Note, the recommended extension is within the City Manager's approval authority pursuant to Section 38.48(B) of the Purchasing Ordinance.

**EXPLANATION:**

The Human Resources Department and the Fire Chief require an agreement with a qualified vendor to provide Occupational Health Services to meet their operational needs.

On July 26, 2017, via Recommendation PR-17-178, the City Manager authorized the issuance of Blanket Purchase Order renewing B002718 from August 1, 2017 to July 31, 2018 for an estimated annual amount of \$79,750.00 with MD Now Medical Centers, Inc.

The requested vendor is currently providing the required services to the City of Hollywood in a satisfactory manner and has agreed to extend the contract under the same terms and conditions for ninety (90) days.

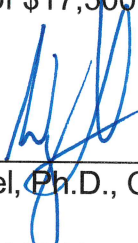
The Fire Chief, Director of Human Resources, and the Director of Procurement Services recommend that approval be made for the ninety (90) day extension of Blanket Purchase

Funding for the required service has been provided in the FY 2018 budget in the Human Resources Department, and Fire Rescue & Beach Safety Department - Account Numbers 01.1132.00092.513.003116, 2151.00000.522.003116, and 58.1241.00000.590.003117.

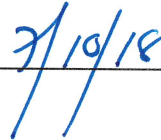
**RECOMMENDATION:**

Authorize the ninety (90) day extension of Blanket Purchase Orders B002718 with MD Now Medical Centers, Inc., for Occupational Health Services, for an estimated combined expenditure of \$17,500.00

Approval:



Date:



\_\_\_\_\_  
Wazir Ishmael, Ph.D., City Manager

Attachments: MD Now Medical Centers, Inc. Ninety (90) Day Extension Approval  
Departmental Request PR-18-192  
Blanket Purchase Order Number B002718

Office of Procurement Services



June 11, 2018

MD Now Medical Centers, Inc  
Attn: R.P. Dickerson  
2007 Palm Beach Lakes Blvd.  
West Palm Beach, FL 33409

tel: 954.921.3299  
fax: 954.921.3086

Dear Vendor:

Our Agreement for Occupational Health Services – based on Request for Proposal RFP-4453-15-RD, Blanket Purchase Order B002718, expires on 07/31/2018.

The Procurement Services Division would like to extend the current blanket purchase order agreement for a period not to exceed ninety (90) days, under the same terms, conditions and pricing as the City of Hollywood Blanket Purchase Order B002718 (copy attached) pending the City's issuance of new solicitation and/or a contract award.

If you are willing to honor your bid pricing and extend this agreement for a period not to exceed ninety (90) days pending a new award, please sign below. If you are not, please sign and explain reason(s) in a separate letter.

**Extension is subject to the receipt of all required insurance certificate(s). If you have not already done so, please forward updated certificates directly to Procurement Services.**


Thanks for your help with this matter and as always, please call me at 954-921-3200 or e-mail to [stelekepalli@hollywoodfl.org](mailto:stelekepalli@hollywoodfl.org) if you have questions.

A response as soon as possible would be appreciated.

Sincerely

  
Sai Tekepalli, Procurement Contracts Officer  
Procurement Services Division

ST/ml

I agree:   
(Signature)

I disagree: \_\_\_\_\_  
(Signature)

Name: Michael D. Holtan  
(Typed or Printed)

Date: 6/20/18

2600 Hollywood Boulevard  
P.O. Box 229045  
Hollywood, Florida  
33022-9045  
[hollywoodfl.org](http://hollywoodfl.org)



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

**DATE:** June 11, 2018 **FILE:** PR-18-192

**TO:** Tammie Hechler, Director, Human Resources  
Christopher Pratt, Fire Chief

**FROM:** Sai Telekepalli, Contracts Officer, Procurement Services & Contract Compliance

**SUBJECT:** Blanket Contract Expiration of Purchase Order B002718 for Pre-Employment Physicals with MD Now Medical Centers, Inc.

**ISSUE:**

The current period of the above blanket purchase order contract expires on **July 31, 2018**. All renewal options for the current contract have been utilized. Therefore the contract will have to be rebid or an existing contract can be piggybacked, if you so desire.

**RECOMMENDATION:**

Please forward to Procurement Services the Solicitation Request Form or the Piggyback Request Form (available in the City's Templates) to advise your wish to rebid or Piggyback this agreement. Please ensure the form is completed and signed.

If you do not want a new agreement to be created for said services, please explain the reason(s) in a separate memo. Also note that this contract will expire on the date mentioned above.

Please reply as soon as possible.

*\*90 day extension*

Date: 6/25/18

To: Sai Telekepalli, Procurement Services

The Director of Human Resources recommends the following:

Establish a new contract. See the attached completed Procurement Services Form. (If applicable)

The Budget Account Number to be charged

is 01.1132.00092.513.003116, 2151.00000.522.603116  
58.1241.00000.590.003117

DO NOT prepare a replacement contract (items/services no longer needed).

Estimated annual usage/expenditure is \$70,000 | 90 day extension  
approx. \$17,500

By: Tamie Thornton

Title: Asst HR Director



DATE: June 27, 2018

RE: BLANKET ORDER # B002718

tel: 954.921.3299  
fax: 954.921.3086

PRODUCT/SERVICE: Occupational Health Services  
**90 DAY EXTENSION TERM**

MD Now Medical Centers, Inc. (V#35748)  
Attn: R.P. Dickerson  
2007 Palm Beach Lakes Blvd.  
West Palm Beach, FL 33409

Telephone Contact: 561-420-8561  
Email: [rp dickerson@mdnow.com](mailto:rp dickerson@mdnow.com)  
Fax: 866-371-6361

Dear Vendor:

This is to inform you that the City of Hollywood, Florida is entering into a Blanket Order with your Company based on one of the following:

- FORMAL BID: DATED:
- INFORMAL BID # DATED:
- RENEWAL OF FORMAL BID # DATED:
- EXTENSION OF FORMAL BID/RFP# RFP-4453-15-RD DATED: 06/20/2018
- WRITTEN QUOTATION # DATED:
- VERBAL QUOTATION PER DATED:
- STATE OF FLORIDA CONTRACT # DATED:
- BROWARD COUNTY BID #
- OTHER: FINAL RENEWAL TERM

The term of this order is **8/01/18 through 10/31/18**

The estimated dollar value is **\$17,500.00 / 90 Day Term** .  
(Approved via City Manager Recommendation Memo PR-18-205 on July xx, 2018).

Initial Award Term	08/01/2015 – 07/31/2016 R-2015-192
1st Renewal Term	08/01/2016 – 07/31/2017 PR-16-250
2nd Renewal Term (FINAL)-	08/01/2017 – 07/31/2018 PR-17-178
<b>90 Day Extension Term</b>	<b>08/01/2018 – 10/31/2018 PR-18-205</b>

**\*NOTE—City Reserves the right to exercise Optional Periods.**

The obligations of the City of Hollywood under this order are subject to the availability of funds lawfully appropriated for its purpose by the City Commission and are subject to the terms and conditions contained on the Purchase Order form.

\*Prior to commencement of any work, vendor must provide certificates of insurance meeting the requirements of the Risk Manager and naming the City of Hollywood as additional insured.

The City of Hollywood Departments will issue hard copy orders against this Blanket Order as your authorization to deliver. All invoices must reference each unique document number.

If you have any questions, please Sai Telekepalli at (954) 921-3200.

c: Human Resources  
Fire Dept.  
Finance

2600 Hollywood Boulevard  
P.O. Box 229045  
Hollywood, Florida  
33022-9045