

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 5, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Life Extension Clinics, Inc., d/b/a Life Scan Wellness Centers for Annual Health Screening Physicals

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Human Resources
- 2) Type of Agreement – Blanket Purchase Order
- 3) Method of Procurement (RFP, bid, etc.) – “Piggyback” exemption
- 4) Term of Contract
 - a) initial – From date of execution to 3/31/2016
 - b) renewals (if any) – Two 1-yr. renewals
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount - Seventy-Five Thousand Dollars (\$75,000) per yr. (est.)
- 6) Termination rights – Either party can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide annual health screening physicals for Fire Rescue & Beach Safety (paid for by the City) and for other City employees at their option (paid for by the employee).
- 9) City’s prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager