

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 21, 2014

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Blanket Purchase Order with U.S. Healthworks Medical Group of Florida, Inc.

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Office of Human Resources & Risk Management and the Department of Fire Rescue & Beach Safety
  - 2) Type of Agreement – Blanket Purchase Order
  - 3) Method of Procurement (RFP, bid, etc.) – RFP-4313-12-IS
  - 4) Term of Contract
    - a) initial – One year
    - b) renewals (if any) – Two additional one-year periods (This is final renewal)
    - c) who exercises option to renew – City
  - 5) Contract Amount – \$54,500.00
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide pre-placement physical examinations, complete physicals for members of the hazmat team and to provide vaccinations, treatment and screenings of infectious diseases to certain employees.
  - 9) Other Significant Provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager