

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 6, 2016
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 (this is the first renewal)
 - 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 – Yes.
- 10) Other significant provisions – For the first year of the blanket purchase order, the number of Fire personnel who took advantage of this benefit was slightly less than expected. This renewal would allow 13 Fire management personnel to take advantage of it, with no change in the estimated annual expenditure of \$75,000.

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