

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 26, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Occupational Health Centers of the Southwest, P.A.,
d/b/a Concentra Medical Centers for Occupational Health Services

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 – Agreement for Occupational Health Services and blanket purchase order
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – Two 1-yr. renewals.
 - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – \$69,440/yr. (est.).
- 6) Termination rights – Either party can terminate without cause with 30 days' notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor provides various occupational health services, including pre-employment physicals for certain job candidates, yearly physicals for certain employees, and vaccinations, treatment and screenings for infectious diseases for certain employees.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

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