

RESOLUTION NO. R-2025-302

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A CHANGE ORDER TO BLANKET PURCHASE AGREEMENT NO. PA600291 WITH LAW ENFORCEMENT PSYCHOLOGICAL & COUNSELING ASSOCIATES, INC. FOR PSYCHOLOGICAL SERVICES, TO INCREASE THE CONTRACT AMOUNT FROM \$258,000.00 TO \$433,000.00.

WHEREAS, on September 24, 2020, the City Manager approved memo No. PR-20-265, approving Blanket Purchase Agreement ("BPA") No. PA600291 in an amount up to \$258,000.00 with Law Enforcement Psychological & Counseling Associates, Inc. ("LEPCA") for Psychological Services from October 1, 2020, to September 30, 2022, with the option to renew for two additional two-year periods; and

WHEREAS, the LEPCA agreement is currently utilized for psychological services, including pre-employment screenings and critical incident debriefings, which have been satisfactory and will continue; and

WHEREAS, the City adopted as part of the FY 2025 operating budget the addition of a Public Safety Psychologist to provide specialized counseling and wellness services to personnel to support the unique working conditions and impact of occupational stress and trauma experienced; and

WHEREAS, after conducting an extensive search for qualified candidates it was determined that LEPCA's contract could be expanded to provide the specialized public safety counseling and wellness services needed; and

WHEREAS, the Police Department desires to issue a change order to the BPA to increase the contract amount from \$258,000.00 to \$433,000.00; and

WHEREAS, Section 38.48 of the Procurement Code states that all change orders that the City Manager is not authorized to approve must be formally approved by the City Commission, which includes this change order; and

WHEREAS, the Chief of Police recommends that the City Commission approve and authorize a change order to BPA No. PA600291 with Law Enforcement Psychological & Counseling Associates, Inc., to increase the contract amount from \$258,000.00 to \$433,000.00; and

WHEREAS, a portion of the funding for the change order to the Blanket Purchase Agreement is available in the FY 2025 Operating Budget in account number

001.204102.52100.531160.000000.000.000 and will be budgeted in subsequent fiscal years' operating budget subject to approval and adoption by the City Commission.

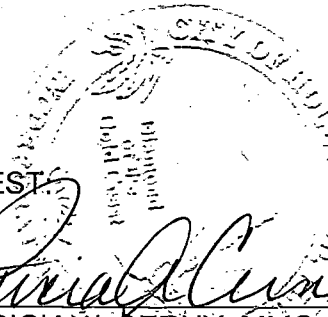
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

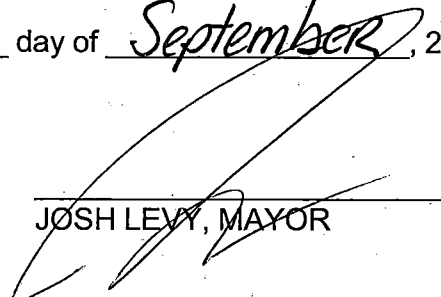
Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a change order to the Blanket Purchase Agreement with Law Enforcement Psychological & Counseling Associates, Inc, together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 3 day of September, 2025.

ATTEST  
  
*Patricia A. Cerny*  
PATRICIA A. CERNY, MMC  
CITY CLERK

  
\_\_\_\_\_  
JOSH LEVY, MAYOR

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

*Damaris Henlon*  
\_\_\_\_\_  
DAMARIS HENLON  
CITY ATTORNEY



## Blanket Purchase Agreement PA600291

*Supplier Details:*

Company Law Enforcement Psychological & Counseling Associates INC  
Contact  
Address 9960 NW 116th Way - Suite #12  
Miami, FL 33178

*Submit your response to:*

Company City of Hollywood, FL - Police Administration  
Contact Bain, Deidre  
Address

Phone  
Fax  
E-mail

Dear Vendor:

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

QuickQuotes Bid #2008-001

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Blanket Purchase Agreement PA600291

Agreement	PA600291
Creation Date	03-JUN-2025
Change Order	9
Change Order Date	03-JUN-2025
Revision	5
Agreement Amount	433,000.00 USD

**VENDORS MUST INCLUDE THE CITY'S PURCHASE ORDER NUMBER ON ALL INVOICES. PLEASE SUBMIT ALL INVOICES TO [ACCOUNTSPAYABLE@HOLLYWOODFL.ORG](mailto:ACCOUNTSPAYABLE@HOLLYWOODFL.ORG).**

OR  
Mail To  
**City of Hollywood**  
**Accounts Payable, Room 119**  
**P.O. Box 229045**  
**Hollywood, FL 33022-9045**

Supplier  
**Law Enforcement Psychological & Counseling Associates INC**  
**9960-NW 116th Way - Suite #12**  
**Miami, FL 33178**

Notes  
Psychological Services

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB
	28791	Net 30	None	Destination
	Start Date	End Date	Shipping Method	
	10/01/2020	09/30/2026		
Initial Award Term	10/01/2020	09/30/2022		
First Renewal Period	10/01/2022	09/30/2024		
Second Renewal Period	10/01/2024	09/30/2026		
Third Renewal Period				
Fourth Renewal Period				

Attachments			
Type	File Name or URL	Title	Description
File	PR-24-183_City_Manager_Memo_-_Law_Enforcement_Psycholog.pdf	PR-24-183_City_Manager_Memo_-L	
File	Combined File.pdf	Combined File.pdf	COI Exp. 7.29.25

Line	Item	UOM	Price	Expiration Date
1	Pre-Employment Psychological Screening: Sworn Position	Each	290.00	
Attachments				
	Type	File Name or URL	Title	Description
2	Pre-Employment Psychological Screening: Non-Sworn Position	Each	265.00	
Attachments				
	Type	File Name or URL	Title	Description

Line	Item	UOM	Price	Expiration Date
3	Evaluation for Specialized Unit	Each	275.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
4	Critical Incident Stress Debriefing	Each	200.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
5	Counseling Service	Each	200.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
6	Supervision Training	Each	225.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
7	Fitness for Duty Evaluations (FFDE)-minimum 12 hrs per evaluation (Initial evaluation) and minimum 6 hrs per follow-up evaluation if necessary (secondary to the initial as per a back to work plan)	Each	250.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
8	Psychological Services - Per the Pricing and Goods-Services on Bid #2008-001		0.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description

Line	Item	UOM	Price	Expiration Date
9	Pre-Employment Psychological Screening (Renewal Yr 3&4 ): Sworn Position	Each	295.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
10	Pre-Employment Psychological Screening (Renew Yr. 3&4): Non-Sworn Position	Each	270.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
11	Evaluation for Specialized Unit (Renew Yr. 3&4)	Each	280.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
12	Critical Incident Stress Debriefing (Renew Yr. 3&4)	Each	205.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
13	Counseling Service (Renew Yr. 3&4)	Each	205.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
14	Supervision/Peer/ Other Professional Training (Renew Yr. 3&4)	Each	230.00	
<b>Attachments</b>				
	Type	File Name or URL	Title	Description
15	Wellness Services to include wellness visits (Renew Yr. 3&4)	Each	205.00	

Line	Item	UOM	Price	Expiration Date
<b>Attachments</b>				
	Type	File Name or URL	Title	Description

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## TERMS AND CONDITIONS

The following Terms and Conditions are applicable to this order entered into by and between the City of Hollywood (referred to as Buyer) and Vendor (referred to as Seller).

### MODIFICATIONS

This purchase order form and any other document pertaining to this transaction which has been acknowledged in writing by the Director is a complete and exclusive statement of this order. Accordingly no modification or amendment shall be binding upon the Buyer unless signed by the Director. The City Attorney has approved these standard terms and conditions as to form and legality. Accordingly no modification of these terms and conditions shall be binding upon buyer unless they are endorsed and approved by the City Attorney. In the event of a conflict between these terms and conditions and any other document pertaining to the transaction covered by this order, these terms and conditions shall prevail.

### ASSIGNMENT

Any assignment of this order or the performance of work hereunder, in whole or in part, is prohibited.

### EXCUSABLE DELAYS

The Buyer may grant additional time for any delay or failure to perform hereunder if the delay will not adversely impact the best interests of the Buyer and is due to causes beyond the control of to Seller. Such grant must be in writing and made part of the order.

### DEFAULT

In the event of default by the Seller, Buyer may procure the articles or services covered by this order from other sources and hold to Seller responsible for any excess costs occasioned thereby, in addition to all other available remedies at law or equity.

### TERMINATION

Buyer, acting through its City Manager or his/her designee, reserves the right to terminate this order in whole or in part for default (a) if Seller fails to perform in accordance with any of the requirements of this order or (b) if Seller becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Seller under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to Buyer except for completed items delivered and accepted by the Buyer. Seller, will be liable for excess costs of reprocurement.

### F.O.B.

In those cases where F O.B. point is not Destination, Seller is required to prepay freight charges and list separately on invoice. Collect shipments will not be accepted.

### TERMS

By accepting this order, the Seller agrees that payment terms shall be Net 30 unless otherwise stated.

### INVOICING

Seller must render original invoice to the City of Hollywood, Department of Financial Services, P.O. Box 229045, Hollywood, Florida 33022-9045.

### TAX

The City of Hollywood is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the City, which are not otherwise exempt, shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Seller be authorized to use the City Tax Exemption Number in securing such materials.

### RESPONSIBILITY

Responsibility will not be accepted for any goods delivered or services performed unless covered by a duly signed and authorized City of Hollywood order, issued by the Procurement Services Division.

### ACCEPTANCE

Seller's acceptance of this order will be presumed unless Seller acknowledges exception, in writing, to Buyer within ten (10) calendar days after date of order.

### DELIVERIES

Deliveries are to be made during the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, unless otherwise stipulated. Seller shall notify the Buyer of deliveries that require special handling and/or assistance for off-loading. Failure to notify the Buyer concerning this type of delivery will result in the billing to Seller of any add-on redelivery, storage or handling charges.

### INSPECTION

All Commodities delivered on this order are subject to inspection upon receipt by a representative of the Buyer. All rejected



Blanket Purchase Agreement PA600291

commodities shall remain the property of the Seller and will be returned at the Seller's expense.

QUANTITIES

Quantities specified in the order cannot be changed without Buyer approval. Goods shipped in excess of quantity designated may be returned at the Seller's expense.

PAYMENT CHANGES

Payments will be made only to the company and address as set forth on order unless the Seller has requested a change thereto on official company letterhead, signed by an authorized officer of the company.

ANTI-DISCRIMINATION

Sellers doing business with the Buyer are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensations, methods and training selection.

UNIFORM COMMERCIAL CODE

Florida law, including without limitation the Uniform Commercial Code (Chapter 670 - 680, Florida Statutes), shall apply to and supplement the terms and conditions of this order. Venue shall lie in a court of competent jurisdiction in Broward County, Florida.

LEGAL RESPONSIBILITY

By accepting this order, Seller understands and agrees that the items covered herein, or services to be rendered, shall be manufactured, sold or performed in compliance with applicable Federal, State, County and Local laws, ordinances, rules and regulations. Lack of knowledge by the Seller shall in no way be a cause for relief from responsibility.

LIABILITY - COPYRIGHT/PATENT/TRADEMARK

Seller shall save and hold harmless Buyer, its officers, employees and agents from liability for infringement of any United States patent, trademark or copyright for or on account of the use of any product sold to Buyer or used in the performance of this order.

INDEMNIFICATION

Seller shall indemnify, hold harmless and defend Buyer, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, incurred as a result of any error, omission or negligent act by the Seller, its officers, employees, agents, subcontractors or assignees arising out of this order.

OCCUPATIONAL SAFETY AND HEALTH

Seller must comply with requirements under Chapter 442, Florida Statutes, that any toxic substance delivered as a part of this order must be accompanied by a Materials Safety Data Sheet (M.S.D.S.).

REPRESENTATIVE

All parties to this order agree that the representatives named herein are, in fact, bonafide and possess full and complete authority to bind said parties.

PUBLICITY

No endorsement by the City of the product and/or service will be used by Seller in any way, manner or form in product literature or advertising.

INSURANCE

The Seller of services must have secured and maintained the required amount of \$1,000,000 general and \$500,000 automobile liability limits and must list the City as an additional insured of this coverage. The Seller must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the City of Hollywood Risk Manager.

WARRANTY

For purposes of this order, Seller warrants: (a) the goods shall strictly conform to all specifications, drawings, instructions, advertisements, statements on containers or labels, descriptions and samples; (b) the goods shall be free from defects in workmanship and material and shall be new and of the highest quality; (c) Buyer shall receive title to the goods that is free and clear of any liens, encumbrances and any actual or claimed patent, copyright or trademark infringement; (d) the goods shall be merchantable, safe and fit for the Buyer's intended purposes, which purposes have been communicated to Seller; (e) the goods shall be adequately contained, packaged, marked and labeled; and (f) the goods shall be manufactured in compliance with all applicable federal, state and local laws, regulations or orders, and agency or association standards or other standards applicable to the manufacture, labeling, transporting, licensing, approval or certification, including by way of illustration and not by way of limitation, the Occupational Health and Safety Act, the Fair Labor Standards Act, and any law or order pertaining to discrimination.



Blanket Purchase Agreement PA600291

In the event that services are provided in connection with the supply of goods, Seller expressly warrants that the services will be performed: (a) with due professional care; (b) in a workmanlike, professional, timely and diligent manner; (c) in accordance with all applicable industry standards and industry best practices; (d) by qualified workers experienced in performing the work specified; (e) in strict conformance with applicable specifications and industry accepted performance criteria; and (f) in strict conformance with this order, including but limited to any statement(s) of work issued, or quote(s) received, by Buyer.

The warranty period shall be 12 months from the date of first use of the goods by Buyer or 12 months from the date of acceptance by Buyer, whichever occurs later, unless otherwise mutually agreed to by the Buyer and Seller.

Notwithstanding the foregoing, Seller agrees to waive the expiration of the warranty period in the event there are failures or defects discovered after the warranty period of a material nature or in a significant portion of the goods, or a defect is discovered which, in Buyer's opinion, constitutes a threat of damage to property or to the health and safety of any person.

Signature: Otis Thomas  
Director, Procurement and Contract Compliance

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