



**Purchasing Department**

50 South Military Trail, Suite 110  
West Palm Beach, FL 33415-3199  
(561) 616-6800  
FAX: (561) 242-6744  
www.pbcgov.com/purchasing



**Palm Beach County  
Board of County  
Commissioners**

Dave Kerner, Mayor

Robert S. Weinroth, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Maria Sachs

Melissa McKinlay

Mack Bernard

**County Administrator**

Verdenia C. Baker

*Emailed  
to vendor*

Form L

May 10, 2021

**Airgas Specialty Products, Inc.  
Michele L. Coley, Contract and Sales Administrator  
2200 Speedrail Court  
Concord, NC 28025**

**TERM CONTRACT #18056C**

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for AMMONIA, ANHYDROUS, BULK, PURCHASE AND DELIVERY based on:

[X] RENEWAL OF CONTRACT based on SOLICITATION #18-056/MB in accordance with all original terms, conditions, specifications and prices with no deviation.

The term of this contract is 06/09/2021 through 06/08/2022 and has an estimated dollar value of \$161,000.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY03030500000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Colleen Cardillo at [ccardill@pbcgov.org](mailto:ccardill@pbcgov.org) or (561) 616-6839.

Sincerely,

Kathleen M. Scarlett  
Purchasing Director

c: Vernetha Green, Water Utilities Department  
File

"An Equal Opportunity  
Affirmative Action Employer"