



Purchasing Department

50 South Military Trail, Suite 110
West Palm Beach, FL 33415-3199

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www.pbcgov.com/purchasing



**Palm Beach County
Board of County
Commissioners**

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Mack Bernard, Vice Mayor

Hal R. Valeche

Paulette Burdick

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Steven L. Abrams

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County Administrator

Verdenia C. Baker

Form L

May 14, 2018

**Airgas Specialty Products, Inc.
Cynthia Thomas, Manager of Contracts
2200 Speedrail Court
Concord, NC 28025**

TERM CONTRACT #18056

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 ANHYDROUS AMMONIA, BULK, PURCHASE AND DELIVERY based on:

[X] SOLICITATION #18-056/MB

The term of this contract is 06/09/2018 through 06/08/2019 and has an estimated dollar value of \$160,800.

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 Marva Brown at mbrown@pbcgov.org or (561) 616-6815.

Sincerely,

Kathleen M. Scarlett
Director

c. Vernetha Green, Water Utilities Department
File

"An Equal Opportunity
Affirmative Action Employer"