



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

Hai R. Valeche

Gregg K. Weiss

Mary Lou Berger

Melissa McKinlay

Mack Bernard

County Administrator

Verdenia C. Baker

"An Equal Opportunity
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Form L

June 4, 2020

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

TERM CONTRACT #18056B

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:

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 06/09/2020 through 06/08/2021 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 Colleen Cardillo at ccardill@pbcgov.org or (561) 616-6839.

Sincerely,

Kristen Monnett
Acting Purchasing Director

c: **Vernetha Green, Water Utilities Department**
File