

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: January 4, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Bryant Miller Olive for Legal Services in Various Labor and Employment Matters

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 – City Attorney’s Office
- 2) Type of Agreement – Professional services
- 3) Method of Procurement (RFP, bid, etc.) – “Professional services” exemption
- 4) Term of Contract
 - a) initial – Indefinite.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$56,000 for FY 2016.
- 6) Termination rights – City can terminate immediately without cause.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor provides legal services in various labor and employment matters.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – Fees under this agreement are based on hourly rates. With the latest invoice, the total fees for FY 2016 exceed \$50,000.00, thereby triggering the need for City Commission approval.

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