

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** May 5, 2015

**FROM:** Jeffrey P. Sheffel  
City Attorney

**SUBJECT:** Proposed Agreement with City of Pembroke Pines for the use of Pembroke Pines' Training Facility and release, waiver of liability.

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I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved - Police
- 2) Type of Agreement – Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a.
- 4) Term of Contract
  - a) initial – 1 year
  - b) renewals (if any) – automatic renewal year to year for 12 month periods.
  - c) who exercises option to renew –both parties
- 5) Contract Amount – In an amount not to exceed \$2500.00 (based upon the rate schedule attached to the agreement). Usage will be on an as needed basis.
- 6) Termination rights – Either party may terminate upon 30 days written notice.
- 7) Indemnity/Insurance Requirements – Yes, City of Hollywood to the extent permitted by law indemnifies the City of Pembroke Pines. City of Hollywood will provide City of Pembroke Pines with letter regarding Self-Insurance.
- 8) Scope of Services – The City of Hollywood's Police Department on an as needed basis may utilize the City of Pembroke Pines' Training Facility to conduct firearm and other related training sessions for its officers and various units.
- 9) City's prior experience with Vendor (if any) – n/a
- 10) Other significant provisions – none.

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

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