

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** June 8, 2016

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

**SUBJECT:** Local Service Programs Contract and Memorandum of Understanding with the Areawide Council of Aging of Broward County, Inc. for the provision of enhanced senior citizen recreation programs and services.

---

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 – Parks, Recreation and Cultural Arts
- 2) Type of Agreement – Contract and Memorandum of Understanding
- 3) Method of Procurement (RFP, bid, etc.) – Grant
- 4) Term of Local Service Program Contract (LSP)/Memorandum of Understanding
  - a) initial – The LSP: July 1, 2016 or on the date on which the contract has been signed by the last party to sign, and expires on June 30, 2017. The MOU commences on last date signed and as no expiration date.
  - b) renewals (if any)- n/a to LSP. The MOU will be reviewed annually.
  - c) who exercises option to renew – .n/a
- 5) Contract Amount - In an amount not to exceed \$228,000.00.
- 6) Termination rights - By virtue of the Master Contract, the LSP Contract and Memorandum of Understanding may be terminated by either party without cause upon no less than 30 calendar days written notice unless a sooner time is mutually agreed to by the parties. Further, if funding becomes unavailable pursuant to the Master Contract, the Council may terminate upon no less than 24 hours notice. **\*Memorandum of Understanding** - Unless a breach is waived by the Council in writing, or the parties fail to cure the breach, the Council may terminate the Memorandum upon 24 hours written notice.
- 7) Indemnity/Insurance Requirements – To the extent permitted by law, City indemnifies the Areawide Council on Aging and the State of Florida Dept. of Elder Affairs.
- 9) City's prior experience with Vendor (if any) – Yes.

**TERM SHEET - ELDER GRANT 2016/2017**

10) Other significant provisions – As part of the Grant, City is required to execute the Memorandum of Understanding which sets forth the responsibilities of each party.

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