CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM

TO: Mayor and Commissioners   **DATE:** November

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Statement of Work with CBRE, Inc.

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     I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

1)   Department/Division involved – Communications, Marketing and Economic Development

2)   Type of Agreement – Statement of Work

3)   Method of Procurement (RFP, bid, etc.) – Section 38.40 (C)(5) of the Purchasing Ordinance allows the Director to procure, without following formal procedures, all goods and services which are subject of contracts with the state, its political subdivisions, the United States government, other governmental entities, or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, provided however, the goods and services are: (i) the subject of a price schedule negotiated by the state or the United States government, or (ii) the subject of a contract with another governmental entity or a corporation not for profit whose members are governmental entities, public officers, or any combination thereof, which contract is based strictly on competitive bids or competitive proposals and not on any preference.

4)   Term of Contract:
    a) initial – Five years
    b) renewals (if any) – Total period not to exceed five years
    c) who exercises option to renew – Mutual agreement of the Parties

5)   Contract Amount – Not to exceed $130,000.00 annually

6)   Termination Rights – Either party may terminate for cause. The City may terminate for convenience.

7)   Indemnity/Insurance Requirements – Contractor shall comply with applicable State of Florida Contract requirements.

8)   Scope of Services – Contractor shall provide professional real estate development advisory services.

9)   Other Significant Provisions: Competitively bid by the State of Florida Department of Management Services

cc: Dr. Wazir Ishmael, City Manager