

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** City Commission **DATE:** November 30, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Agreement with Greenberg Traurig for Bond Counsel Services

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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 – Financial Services
- 2) Type of Agreement – Engagement letter
- 3) Method of Procurement (RFP, bid, etc.) – “Professional services” exemption
- 4) Term of Contract
  - a) initial – Until the bonds are issued.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$60,000
- 6) Termination rights – Either party can terminate without cause, although if vendor terminates, vendor must ensure that City’s rights are fully protected.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide legal services in connection with the issuance of capital improvement revenue and revenue refunding bonds.
- 9) City’s Prior Experience with Vendor - Yes
- 9) Other significant provisions – None.

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