

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** August 17, 2015

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

**SUBJECT:** Proposed Agreement with GrayRobinson, P.A. for Legal Services

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I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – City Attorney’s Office
- 2) Type of Agreement – Agreement for legal services
- 3) Method of Procurement (RFP, bid, etc.) – "Professional services" exemption
- 4) Term of Contract
  - a) initial – Vendor will provide legal services for FY 2015.
  - b) renewals (if any) – Unlimited number of one-yr. renewals.
  - c) who exercises option to renew – The City.
- 5) Contract Amount – Not to exceed \$50,000.
- 6) Termination rights – City can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide legal services on various matters.
- 9) Other significant provisions - None.

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