

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 31, 2016  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Authorizing the negotiation and execution of an agreement with Sunshine After School Childcare, Inc. (the highest ranked firm) to provide Aftercare and Summer Camp Program Services at certain City Community Centers.

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

- 1) Department/Division involved – Parks, Recreation and Cultural Arts
  - 2) Type of Agreement – n/a
  - 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4502-16-RL
  - 4) Term of Contract
    - a) initial –Three (3) years commencing on June 13, 2016.
    - b) renewals (if any) – two (2) additional one (1) year periods.
    - c) who exercises option to renew – mutual agreement
  - 5) Contract Amount – There is no cost to the City. Sunshine After School Childcare, Inc. will collect fees for services in accordance with the fee schedule set forth in its proposal and City receives percentage of said fees.
  - 6) Termination rights – City has right to terminate with or without cause.
  - 7) Indemnity/Insurance Requirements – Sunshine After School Childcare, Inc. shall comply with applicable City requirements.
  - 8) Scope of Services – Sunshine After School Childcare, Inc. will operate Aftercare and Summer Camp Programs and Services at certain City Community Centers.
  - 9) City’s prior experience with Vendor (if any) – n/a.
  - 10) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager