

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 17, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Weiss Serota for Legal Services for General Litigation

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 – City Attorney’s Office
- 2) Type of Agreement – Letter of engagement
- 3) Method of Procurement (RFP, bid, etc.) – “Professional services” exemption
- 4) Term of Contract
 - a) initial – Indefinite.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$100,000 for FY 2018.
- 6) Termination rights – Either party can terminate without cause effective immediately.
- 7) Indemnity/Insurance Requirements – None.
- 8) Scope of Services – Vendor will provide legal services in general litigation matters.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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