

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 23, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with First Southwest Company for Financial Advisory Services for Future Bond Issues

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 – Agreement for financial advisory services
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – One 2-yr. renewal
 - c) who exercises option to renew –
- 5) Contract Amount – Depends on type of bond issue, but generally for each bond issue \$0.75 per \$1,000 for the first \$50,000,000, and \$0.50 per \$1,000 for any amount in excess of \$50,000,000, with a minimum fee of \$15,000 and a maximum fee of \$150,000.
- 6) Termination rights – The City may terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide financial advisory services for future bond issues.
- 9) City's prior experience with Vendor – None.
- 10) Other significant provisions – None.

cc: Cathy Swanson-Rivenbark, City Manager