

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 24, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Gabriel Roeder, Smith & Company to Amend Existing Agreement for Additional Services

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 – Amendment to Consulting Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 10/1/2010 – 9/30/2015.
 - b) renewals (if any) – One 3-yr. renewal
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount - \$18,000 for regular services for the current year of the agreement. Additional services are billed at hourly rates ranging from \$195 to \$425 depending on the position of the individual performing the services. The estimated contract amount for the additional services to be provided during the current fiscal year is \$55,000.
- 6) Termination rights – Each party can terminate without cause, City by giving 30 days' notice and Vendor by giving 90 days' notice.
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City.
- 8) Scope of Services – Vendor provides actuarial services to Employees Retirement Fund.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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