

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** July 31, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Broward County for the administration of funds for first-time homebuyer purchase assistance program

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Development Services/Community Development Division
 - 2) Type of Agreement – Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – **Best Interest. Section 38.40(C)(8) of the Purchasing Ordinance requires a 5/7ths vote.**
 - 4) Term of Contract:
 - a) initial – commences upon execution and shall end on the later of (1) two years after full execution of the Agreement; or (2) the date the Project funds are fully disbursed.
 - b) renewals (if any) – Agreement may be extended and an amendment will be required.
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – County will receive an administrative fee in the amount of \$139,996.50.
 - 6) Termination Rights – for cause or for convenience.
 - 7) Indemnity/Insurance Requirements – Indemnity and Insurance subject to Section 768.28, Florida Statutes. (See Articles 4 and 5 of the Agreement).
 - 8) Scope of Services – County will administer the City's first-time homebuyer purchasing program in accordance with Exhibit "A" of the agreement. Quarterly progress reports will be submitted by the County to the City.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager