

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** 3/25/26  
**FROM:** Damaris Henlon, City Attorney  
**SUBJECT:** Proposed Contract with Highest Ranked Firm, SFM Landscape Services, LLC, for Tree Planting and Tree Giveaway Services.

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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 – Design and Construction Management
- 2) Type of Agreement – Service Agreement
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract:
  - a) initial – 2 years
  - b) renewals (if any) – 3 additional one year period
  - c) who exercises option to renew – either party
- 5) Contract Amount – according to fee schedule in an amount up to \$408,005.00
- 6) Termination Rights – City’s standard.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Tree Planting and Tree Giveaway Services
- 9) Other Significant Provisions: n/a

cc: Raelin Storey, City Manager