

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 22, 2026

**FROM:** Damaris Y. Henlon, City Attorney

**SUBJECT:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE APPLICABLE DOCUMENTS WITH CBIZ CPAs P.C. FOR EXTERNAL AUDITING SERVICES FOR THE SECOND OPTIONAL RENEWAL AND TO INCREASE THE CONTRACT AMOUNT FROM \$1,322,700.00 TO \$1,998,350.00 IN ACCORDANCE WITH SECTION 38.48 AND SECTION 38.49(C)(1) OF THE PROCUREMENT CODE.

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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 – Financial Services
- 2) Type of Agreement – Contract Renewal and Increase in Contract Amount
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract:
  - a) initial – 3 Years (11/01/2021-10/31/2024)
  - b) renewals (if any) – Yes, two additional two-year renewal options
  - c) who exercises option to renew – City of Hollywood
- 5) Contract Amount – Increase from 1,322,700.00 to 1,998,350.00
- 6) Termination Rights – Yes, the City has a termination clause, that allows for termination with or without cause upon written notice.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – External Auditing Services
- 9) Other Significant Provisions: N/A

cc: Raelin Storey, City Manager