



TO: GELENCIA CARTER, PURCHASING MANAGER

FROM: SARA HEDGES, CITY ATTORNEY *SH*

RE: MASTER SERVICE AGREEMENT - MISCELLANEOUS PROFESSIONAL CONTINUING SERVICES,  
RFQ No. 2024-005

CAO RLS FILE: RLS 24-238

DATE: JUNE 14, 2024

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I have reviewed the above Request for Legal Services (RLS) related to an Agreement for miscellaneous professional continuing services. I have reviewed one of the Agreements that was uploaded to be used as a Template for all Agreements under RFQ No. 2024-005. I have made suggested changes to the document and uploaded such in a Track Changes format. I have also created a Clean Copy version incorporating the suggested changes, also uploaded to Agenda Quick. Please review both documents for accuracy and your consent to the suggested changes.

In the Agreement, you will see highlights for where you will need to fill in the type of professional services being provided by each Consultant. You will then need to delete the bracketed language. The bracketed language is there as a reminder of the qualifying services that may be rendered under this Agreement and Section 287.055, Florida Statutes. There are also the standard places where information will need to be filled in: Consultant's name, Consultant's address, notice addresses, etc.

If the suggested changes meet to your satisfaction, the Clean Copy version is approved as to form and correctness and may be utilized as a template for the agreements pursuant to RFQ No. 2024-005.

If you have any questions, please do not hesitate to contact this Office via phone or e-mail.

Thank you.  
SH/mm