



**CITY OF FORT LAUDERDALE
City Commission Agenda Memo
REGULAR MEETING**

#24-0008

TO: Honorable Mayor & Members of the
Fort Lauderdale City Commission

FROM: Greg Chavarria, City Manager

DATE: January 9, 2024

TITLE: Motion Approving an Agreement for the Purchase of Criminal Defense Attorney Services - Law Offices of Steven A. Schaet LLC - \$192,500 - **(Commission Districts 1, 2, 3 and 4)**

Recommendation

Staff recommends the City Commission approve, in substantially the form attached, for the purchase of Criminal Defense Attorney Services from the Law Offices of Steven A. Schaet LLC, for an initial two year term contract amount of \$192,500; and authorize the City Manager to approve three (3) additional one-year renewal options, for an estimated annual contract renewal amount of \$96,250, and a potential total contract amount of \$481,350; contingent upon appropriation of funds.

Background

The City Attorney's Office prosecutes municipal ordinance violations in the County Court in and for Broward County, Florida, pursuant to Section 4.12, Charter of the City of Fort Lauderdale, Florida. Broward County Court judges appoint attorneys to represent indigent defendants in these municipal ordinance violation proceedings.

The City of Fort Lauderdale ("City") solicited and evaluated proposals for these services. The background of the solicitation process includes the following:

- On May 2, 2023, the Procurement Services Division issued Request for Proposals ("RFP") Event No. 55 - Criminal Defense Attorney Services.
- On May 26, 2023, the RFP Event No. 55 closed, with Law Offices of Steven A. Schaet LLC, as the sole submitted proposal.
- Thereafter, staff reviewed the proposal and determined that the proposal was responsive and the firm responsible.

- On August 24, 2023, the Evaluation Committee met to review and score the sole proposal. It determined the proposal acceptable.

Staff recommends awarding the agreement for Criminal Defense Attorney Services to the Law Offices of Steven A. Schaet LLC.

Resource Impact

There will be a fiscal impact in FY 2024 in the amount of \$96,250. Funds for this item are available in the account listed below. Future expenditures are contingent upon budget approvals and appropriation of funds.

<i>Funds available as of January 3, 2024</i>					
ACCOUNT NUMBER	INDEX NAME (Program)	CHARACTER CODE/ SUB-OBJECT NAME	AMENDED BUDGET (Character)	AVAILABLE BALANCE (Character)	AMOUNT
10-001-1202-514-30-3119	City Attorney	Services & Materials/ Legal Services	\$1,288,261	\$1,104,018	\$96,250
TOTAL AMOUNT ►					\$96,250

Strategic Connections

This item supports the *Press Play Fort Lauderdale 2024* Strategic Plan, specifically advancing:

- The Internal Support Focus Area
- Goal 8: Build a leading government organization that manages all resources wisely and sustainably.
- Objective: Maintain financial integrity through sound budgeting practices, prudent fiscal management, cost effective operations, and long-term financial planning

This item advances the *Fast Forward Fort Lauderdale 2035* Vision Plan: We Are United

Attachments

- Exhibit 1 - Solicitation
- Exhibit 2 - Bid Tabulation
- Exhibit 3 - Law Offices of Steven A. Schaet LLC Response
- Exhibit 4 - Agreement

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