




September 19, 2011

## MEMORANDUM

**TO:** District Board of Trustees  
**FROM:** Jim Murdaugh, President   
**SUBJECT:** Renewal for Professional Services Contract - Legal Services

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### Item Description:

Request for approval to renew the professional services contract for Andrews, Crabtree, Knox & Andrews LLP effective November 1, 2011 thru October 31, 2012.

### Overview:

The Board of Trustees maintains the decision to employ professional services of College attorneys. The current contract for legal services with Andrews, Crabtree, Knox and Andrews, LLP will be up for renewal on October 31, 2011. This will be the first renewal in the five (5) year period.

### Salient Facts:

The Attorney is hired by the Board under the authority of Section 1001.64(25), Florida Statutes which authorizes the Board of Trustees to serve as contracting agent of the College.

### Past Actions:

The Board has addressed this item previously by employing the services of College attorneys.

### Future Actions:

The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years.

### Funding/Financial Matters:

Funds for this professional contract are available from the Fund 1 operating account.

### Staff Resource:

Teresa Smith

### Recommended Action:

Renewal of contract for one (1) year.