CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM

TO: Mayor and Commissioners **DATE**: November 19, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Symetra Life Insurance Company for Group Life and AD&D Insurance

---

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

1) Department/Office involved – Human Resources/Risk Management

2) Type of Agreement – Group life and AD&D insurance policy

3) Method of Procurement (RFP, bid, etc.) – "Insurance" exemption.

4) Term of Contract
   a) initial – 1/1/2019 – 12/31/2020
   b) renewals (if any) -
   c) who exercises option to renew -

5) Contract Amount – Not to exceed 110% of $408,209.

6) Termination rights – City can terminate without cause.

7) Indemnity/Insurance Requirements – This agreement is an insurance policy.

8) Scope of Services – The vendor will provide group life and AD&D insurance.

9) City's prior experience with Vendor (if any) – Yes.

10) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager