

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 4, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Several Companies for Terrorism and Marina Operations Legal Liability 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 – Risk Management
- 2) Type of Agreements – Insurance policies
- 3) Method of Procurement (RFP, bid, etc.) – Exemption for procurement of insurance through City's agent of record.
- 4) Term of Contract
 - a) initial – These are 1-yr.policies.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$21,920 for both policies.
- 6) Termination rights – City can cancel the policies at any time without cause.
- 7) Indemnity/Insurance Requirements – These contracts are insurance policies.
- 8) Scope of Services – Vendors will provide terrorism insurance and marina operators legal liability insurance.
- 9) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager