

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** August 10, 2016

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Agreement with Liberty Surplus Insurance Corporation and Hartford Insurance Company of the Midwest for Property Insurance and Flood Insurance for Coral Rock House

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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 Agreement – Insurance policies
- 3) Method of Procurement (RFP, bid, etc.) – “insurance” exemption
- 4) Term of Contract
  - a) initial – 1 yr.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$5,000.
- 6) Termination rights – City can terminate effective immediately without cause.
- 7) Indemnity/Insurance Requirements – These are insurance policies..
- 8) Scope of Services – Vendors will insure City-owned property known as Coral Rock House (2933 Taft St.).
- 9) City’s prior experience with Vendor – Yes..
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager