

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 2, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Several Companies for Marina Hull 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 policy
- 3) Method of Procurement (RFP, bid, etc.) – Exemption for procurement of insurance through City's agent of record.
- 4) Term of Contract
 - A) initial – This is a 1-yr.policy.
 - b) Renewals (if any) –
 - c) Who exercises option to renew –?
- 5) Contract Amount – Not to exceed \$8,028.
- 6) Termination rights – City can cancel the policy at any time without cause.
- 7) Indemnity/Insurance Requirements – This contract is an insurance policy.
- 8) Scope of Services – Vendor will provide marina hull insurance coverage.
- 9) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager