

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** December 5, 2016

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

**SUBJECT:** Proposed Agreement with Several Insurance Companies for Primary and Excess Property Insurance, Flood Insurance, Public Officials Liability Insurance and Boiler and Machinery/Equipment Breakdown Insurance

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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 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 \$1,517,882 for all 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 primary and excess property insurance, flood insurance, public officials liability insurance and boiler and machinery/equipment breakdown insurance.
- 9) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager