

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: May 31, 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 – 7/1/2018-12/31/2018
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount – \$90,794.67 (est.).
- 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) – Satisfactory.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager