

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 8, 2014

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

**SUBJECT:** Proposed Agreement with Various Insurance Companies for Various Types of Insurance Coverage

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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 – Labor Relations
- 2) Type of Agreement – Insurance policies.
- 3) Method of Procurement (RFP, bid, etc.) – "Insurance" exemption.
- 4) Term of Contract
  - a) initial – Boiler and machinery/equipment breakdown insurance 10/1/2014 – 12/15/2015; all other policies 10/1/2014 - 9/30/2015.
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – \$672,872 (not-to-exceed)
- 6) Termination rights – City can cancel without cause.
- 7) Indemnity/Insurance Requirements – These are insurance policies.
- 8) Scope of Services – Vendors will provide excess liability/workers' compensation insurance, boiler and machinery/equipment breakdown insurance, statutory accidental death and dismemberment insurance, crime insurance and flood insurance for the City and fiduciary liability insurance for the general employees retirement fund.
- 9) City's prior experience with Vendor (if any) – The City has had prior experience with some of the insurance companies.
- 10) Other significant provisions – None.

cc: Cathy Swanson-Rivenbark, City Manager