

From: [Elisa Iglesias](#)
To: [Kendra Parker](#)
Cc: [Ramses Terrero](#)
Subject: FW: Empire Office Furniture - City Hall Space Planning Project
Date: Monday, November 24, 2025 1:52:55 PM
Attachments: [image001.png](#)
[image002.png](#)
[image007.png](#)
[COI - City of Hollywood Department of Design & Construction.pdf](#)
[Empire Office COI combined.pdf](#)

Please use the attached COI for Empire on the Legistar item and remove the other COI.
Please add this email as well for the approval

Elisa Iglesias

Deputy Director, Design and Construction Management
Design and Construction Management

Email: EIGLESIAS@hollywoodfl.org
Telephone: [954-921-3927](tel:954-921-3927)

From: Certificate of Insurance <COI@hollywoodfl.org>
Sent: Monday, November 24, 2025 1:01 PM
To: Certificate of Insurance <COI@hollywoodfl.org>; Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Subject: FW: Empire Office Furniture - City Hall Space Planning Project

Hello,

Please utilize the attached which are acceptable.

Thank you

Certificate of Insurance



Notice: Florida has a broad public records law. All correspondence sent to the City of Hollywood via e-mail may be subject to disclosure as a matter of public record.

From: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>
Sent: Friday, November 21, 2025 7:55 PM
To: Certificate of Insurance <COI@hollywoodfl.org>; Tanya Bouloy <TBouloy@hollywoodfl.org>
Subject: Empire Office Furniture - City Hall Space Planning Project

Please review attached COI for your approval. The total amount of the purchase is \$239,238.38 for furniture and installation. This is a piggyback contract.

Elisa Iglesias

Deputy Director, Design and Construction Management
Design and Construction Management

P.O. Box 229045

Hollywood, FL 33022

Email: EIGLESIAS@hollywoodfl.org

Telephone: [954-921-3927](tel:954-921-3927)

www.HollywoodFL.org



Banner



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From: Jasymin Destin <jdestin@empireoffice.com>

Sent: Thursday, November 13, 2025 9:48 PM

To: Ramses Terrero <rtorrero@HollywoodFL.org>

Cc: Elisa Iglesias <EIGLESIAS@hollywoodfl.org>

Subject: [EXT]Fw: Certificate City of Hollywood Department of Design & Construction

See attached.

Jasymin Destin

EMPIRE OFFICE INC.

T: [954-707-6216](tel:954-707-6216) | C: [954-547-5247](tel:954-547-5247)

From: Jasymin Destin <jdestin@empireoffice.com>

Sent: Thursday, November 13, 2025 3:14 PM

To: Maria Rodriguez <mrodriguez2@hollywoodfl.org>

Subject: Fw: Certificate City of Hollywood Department of Design & Construction

Hi Maria,

Please see the attached.

Jasymin Destin

EMPIRE OFFICE INC.

T: [954-707-6216](tel:954-707-6216) | C: [954-547-5247](tel:954-547-5247)

From: 053 - Certs <053.Certs@bbrown.com>

Sent: Thursday, November 13, 2025 2:07 PM

To: mrodriguez2@HollywoodFL.org <mrodriguez2@HollywoodFL.org>; COI@hollywoodfl.org <COI@hollywoodfl.org>

Cc: Jasymin Destin <jdestin@empireoffice.com>; Diana Patricia Rivas <drivas@empireoffice.com>; Terina Medina <tmedina@empireoffice.com>

Subject: Certificate City of Hollywood Department of Design & Construction

Hello,

Please see the attached COI as requested.

Please let us know if we can be of further assistance.

Please forward all CERTIFICATE requests to: 053.Certs@bbrown.com and be sure to include the name of your account on the request.

Thank you,

Certificate Processing Team

1201 W. Cypress Creek Road, Suite 130

Fort Lauderdale, FL 33309

BBrown.com | NYSE: BRO



<https://bbftlaud.epaypolicy.com>



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When Brown & Brown has processed an add, termination or change of status on your behalf, please remember to check your carrier invoices to ensure that all requested adds, terminations & changes were processed correctly.

From: Diana Patricia Rivas <drivas@empireoffice.com>

Sent: Thursday, November 13, 2025 1:23 PM

To: 053 - Certs <certs@bbftlaud.com>

Cc: Jasymin Destin <jdestin@empireoffice.com>; Terina Medina <tmedina@empireoffice.com>

Subject: Fw: Empire Office COI

[External]

Good afternoon,
Please see below COI request.

Thank you,

Diana Patricia Rivas

EMPIRE OFFICE INC.

T: [954-707-6220](tel:954-707-6220)

From: Maria Rodriguez <mrodriguez2@HollywoodFL.org>

Sent: Thursday, November 13, 2025 12:55 PM

To: Jasymin Destin <jdestin@empireoffice.com>

Subject: FW: Empire Office COI

Hi Jasmin,

Can you please update the COI as noted below?

Thank you.

Maria Rodriguez
Building Coordinator
Development Services | Building

Email: mrodriguez2@HollywoodFL.org
Telephone: [754-329-0572](tel:754-329-0572)

From: Certificate of Insurance <COI@hollywoodfl.org>
Sent: Thursday, November 13, 2025 11:46 AM
To: Certificate of Insurance <COI@hollywoodfl.org>; Maria Rodriguez
<mrodriguez2@HollywoodFL.org>
Subject: Empire Office COI

General / Umbrella - acceptable

Auto / Workers' Compensation - Not Acceptable

1. The City of Hollywood must be the certificate holder per the following format:

City of Hollywood (Nothing else on this line)

Department Name & Room # (if applicable)

Department Address

Department Address

Please submit a corrected COI for additional review.

Thank you,

Certificate of Insurance



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From: Maria Rodriguez <mrodriguez2@HollywoodFL.org>
Sent: Thursday, November 13, 2025 11:02 AM
To: Certificate of Insurance <COI@hollywoodfl.org>
Subject: Empire Office COI

Good morning,

Please review the attached COI.

Thank you.

Maria Rodriguez
Building Coordinator
Development Services | Building

Development Services Hub - Second Floor Library
City Hall Circle
2600 Hollywood Blvd
Hollywood, FL 33020

Email: mrodriguez2@HollywoodFL.org
Telephone: [754-329-0572](tel:754-329-0572)

www.HollywoodFL.org



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