

**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](#)

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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

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

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**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**



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**From:** Elisa Iglesias <[EIGLESIAS@hollywoodfl.org](mailto:EIGLESIAS@hollywoodfl.org)>  
**Sent:** Friday, November 21, 2025 7:55 PM  
**To:** Certificate of Insurance <[COI@hollywoodfl.org](mailto:COI@hollywoodfl.org)>; Tanya Bouloy <[TBouloy@hollywoodfl.org](mailto: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**

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**Email:** [EIGLESIAS@hollywoodfl.org](mailto:EIGLESIAS@hollywoodfl.org)

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

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Banner



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**From:** Jasymin Destin <[jdestin@empireoffice.com](mailto:jdestin@empireoffice.com)>

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

**To:** Ramses Terrero <[rterrero@HollywoodFL.org](mailto:rterrero@HollywoodFL.org)>

**Cc:** Elisa Iglesias <[EIGLESIAS@hollywoodfl.org](mailto: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)

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**From:** Jasymin Destin <[jdestin@empireoffice.com](mailto:jdestin@empireoffice.com)>

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

**To:** Maria Rodriguez <[mrodriguez2@hollywoodfl.org](mailto: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](#) | C: [954-547-5247](#)

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**From:** 053 - Certs <[053.Certs@bbrown.com](mailto:053.Certs@bbrown.com)>  
**Sent:** Thursday, November 13, 2025 2:07 PM  
**To:** [mrodriguez2@HollywoodFL.org](mailto:mrodriguez2@HollywoodFL.org) <[mrodriguez2@HollywoodFL.org](mailto:mrodriguez2@HollywoodFL.org)>; [COI@hollywoodfl.org](mailto:COI@hollywoodfl.org) <[COI@hollywoodfl.org](mailto:COI@hollywoodfl.org)>  
**Cc:** Jasymin Destin <[jdestin@empireoffice.com](mailto:jdestin@empireoffice.com)>; Diana Patricia Rivas <[drivas@empireoffice.com](mailto:drivas@empireoffice.com)>; Terina Medina <[tmedina@empireoffice.com](mailto: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](mailto: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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**From:** Diana Patricia Rivas <[drivas@empireoffice.com](mailto:drivas@empireoffice.com)>

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

**To:** 053 - Certs <[certs@bbftlaud.com](mailto:certs@bbftlaud.com)>

**Cc:** Jasymin Destin <[jdestin@empireoffice.com](mailto:jdestin@empireoffice.com)>; Terina Medina <[tmedina@empireoffice.com](mailto: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)

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**From:** Maria Rodriguez <[mrodriguez2@HollywoodFL.org](mailto:mrodriguez2@HollywoodFL.org)>

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

**To:** Jasymin Destin <[jdestin@empireoffice.com](mailto: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

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**Email:** [mrodriguez2@HollywoodFL.org](mailto:mrodriguez2@HollywoodFL.org)

**Telephone:** [754-329-0572](tel:754-329-0572)

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**From:** Certificate of Insurance <[COI@hollywoodfl.org](mailto:COI@hollywoodfl.org)>

**Sent:** Thursday, November 13, 2025 11:46 AM

**To:** Certificate of Insurance <[COI@hollywoodfl.org](mailto:COI@hollywoodfl.org)>; Maria Rodriguez <[mrodriguez2@HollywoodFL.org](mailto: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](mailto:mrodriguez2@HollywoodFL.org)>  
**Sent:** Thursday, November 13, 2025 11:02 AM  
**To:** Certificate of Insurance <[COI@hollywoodfl.org](mailto: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**

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

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[www.HollywoodFL.org](http://www.HollywoodFL.org)



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