

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 19, 2017

FROM: Jeffrey P. Sheffel
City Attorney

SUBJECT: Proposed Agreement with Hartford Insurance Company of the Midwest for Flood Insurance for Charnow Building and Fire Station 40

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Risk Management
- 2) Type of Agreement – Insurance policies
- 3) Method of Procurement (RFP, bid, etc.) – "Insurance" exemption
- 4) Term of Contract
 - a) initial – 1 yr.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount - \$26,326
- 6) Termination rights – As generally the case with insurance policies, City can terminate without cause.
- 7) Indemnity/Insurance Requirements – These are insurance policies.
- 8) Scope of Services – Vendor will provide flood insurance for Charnow Building and Fire Station 40. .
- 9) Other significant provisions - None.

cc: Wazir A. Ishmael, Ph.D., City Manager