

INTEROFFICE MEMORANDUM

TO: Mayor and Commissioners
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FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Agreement with Hartford Fire Insurance Company for Flood Insurance for Garfield Community Center

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources & Risk Management
- 2) Type of Agreement – Insurance policy
- 3) Method of Procurement (RFP, bid, etc.) – “Insurance” exemption
- 4) Term of Contract
 - a) initial – One yr.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$9,777.
- 6) Termination rights – City can terminate without cause, but the amount of premium refund would probably be less than the full pro-rated amount.
- 7) Indemnity/Insurance Requirements – This is an insurance policy.
- 8) Scope of Services – Vendor will provide flood insurance for Garfield Community Center.
- 9) City’s prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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