



# Broward Meals on Wheels Food Service Sponsor Proposal for the City of Hollywood

Submitted  
April 10, 2015  
by  
Mark Adler, MPH  
Executive Director  
Human Services Network, Inc.  
DBA: Broward Meals on Wheels



*Now in our 30<sup>th</sup> year in the fight to end hunger*

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April 10, 2015

Mr. David Vazquez  
Assistant Director  
Department of Parks, Recreation and Cultural Arts  
City of Hollywood  
1405 South 28<sup>th</sup> Avenue  
Hollywood, FL 33020

Dear Mr. Vazquez;

I am pleased to submit the attached proposal to become the food service sponsor for the four 2015 summer camps and the 2015-2016 aftercare program for the City of Hollywood Parks, Recreation and Cultural Arts Department.

Last summer, in response to the USDA and the Florida Department of Agriculture and Consumer Services' (DACS) Summer BreakSpot Challenge, Broward Meals on Wheels (BMOW) turned our 30 years of expertise in fighting senior hunger to address childhood hunger over the summer. Along with a wide-based collaborative of local non-profits, Housing Authorities, the Children's Services Council, the Community Foundation of Broward, the YMCA of Broward, and Florida Impact, we developed a program serving 7 sites in Broward County that has been hailed at the national level by the USDA, Meals on Wheels of America and Share Our Strength as a best practices model. We were able to provide 975 children at the greatest risk of hunger with nearly 28,000 meals and programs that raised their awareness on the importance of good nutrition, physical activity and offered a host of enrichment programs to these children who would have had a long, hungry summer.

As a DACS-approved sponsor again for 2015, we have currently expanded our summer program to 18 sites and counting, including 3 Parks and Rec. sites in Dania, several churches, Housing Authorities and subsidized housing complexes. We are also becoming a year-round sponsor for after school programs with snacks and suppers.

We would be honored to be chosen work with the City of Hollywood in expanding the fight against childhood hunger in the Hollywood community. Please do not hesitate to contact me at 954-714-6940 or [madler@bmow.org](mailto:madler@bmow.org) if you have any questions.

Good Health!

*Mark Adler*

Mark Adler, Executive Director

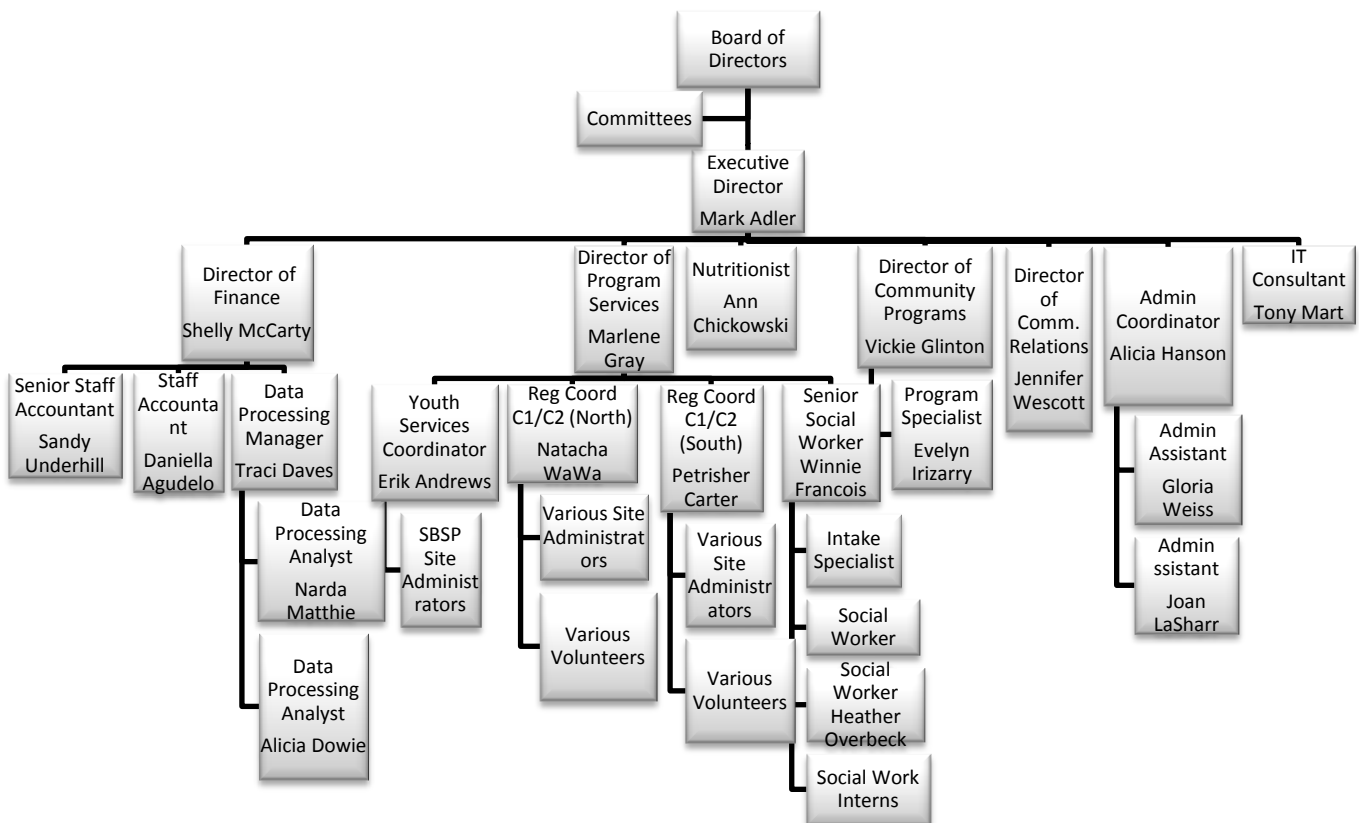
## Broward Meals on Wheels – Agency Overview

Broward Meals on Wheels (BMOW) is a non-profit 501c3 charitable institution. With an annual budget of \$5.5 million, we currently serve approximately 10,000 seniors and 1,000 children with nutritious meals and educational and supportive services that nourish their lives.

BMOW is funded through multiple funding streams, including the Older Americans Act (OAA), the US Department of Agriculture (USDA), Medicaid Managed Long Term Care (MMLTC), the Department of Economic Opportunity (DEO), local foundations and grant-making organizations, such as the Children's Services Council and the Community Foundation, private pay clients, local municipalities, and donations.

Our main office is located just south of Sunrise Blvd. on State Road 441 in Plantation. We provide daily meals to almost 1000 seniors at 32 senior dining sites and 1000 homebound seniors. We provide monthly shopping to 250 seniors and our Meals for Companion Pets Program provides dog and cat food, grooming and veterinary services to 200 furry family members of our homebound seniors. This summer, our Summer BreakSpot Mobile Meal Program is expected to serve almost 2000 children each day over the 11 weeks of summer.

One of BMOW's greatest assets is a dedicated team of staff and volunteers. Volunteers are the true backbone of the agency and provide the one-on-one daily contact with our clients to make sure they are safe, cared for, and receive the attention and respect they so deserve. These volunteers are what makes what we do so much more than providing a meal. Here is BMOW's organizational chart. We currently employ 30 full-time and 14 part-time staff and enjoy the support of more than 600 volunteers.



## Response to Question #1: 2015 Summer BreakSpot Sites and Contacts

Below is the current list of BMOW Summer BreakSpot sites for the coming summer. The number of sites has been growing rapidly as we continue to expand the program. We are still in the process of securing locations in West Boca and Coral Springs.

Location	Street Address	City	Estimated Daily Attendance
<b>Everglades Heights</b>	2400 NW 22 <sup>nd</sup> Street	Fort Lauderdale	75
<b>Meyers Estates</b>	2411 NW 7 <sup>th</sup> Street	Fort Lauderdale	100
<b>Park Ridge Court</b>	5200 NE 5th Terrace	Deerfield Beach	80
<b>Tallman Pines</b>	540 Northeast 41 <sup>st</sup> Street	Pompano Beach	35
<b>College Gardens Apartments</b>	1555 SW 12 <sup>th</sup> Avenue	Dania Beach	40
<b>C.W. Thomas Park</b>	800 Northwest 2nd Street	Dania Beach	75
<b>Patrick J. Meli Park</b>	2901 SW 52nd Street	Dania Beach	75
<b>Southwest Community Center</b>	230 SW 12 Avenue	Dania Beach	60
<b>Caravel Arms Apartments</b>	4844 NW 24 <sup>th</sup> Court	Lauderdale Lakes	60
<b>Literacy Connection</b>	120 NE 11th Street	Fort Lauderdale	50
<b>LA Lee YMCA</b>	408 NW 17th Terrace	Fort Lauderdale	100
<b>McArthur High School</b>	6501 Hollywood Blvd	Hollywood	120
<b>Cokesbury United Methodist Church</b>	1801 NW 65th Ave	Margate	40
<b>Davie Community Worship Center</b>	4140 SW 54th Avenue	Davie	40
<b>Lauderhill 6 - 12</b>	4200 NW 49th Ave	Lauderhill	500
<b>West Boca Raton</b>	TBD		40
<b>Coral Springs</b>	TBD		40

The contact person for Everglades, Meyers Estates, Park Ridge Court (Broward County Housing Authority sites), Tallman Pines, College Gardens and Caravel Arms (subsidized housing sites) is Ms. Tisha Coleman, Resident Relations Manager at the Broward County Housing Authority. Her email is [tc Coleman@bchaf l.org](mailto:tc Coleman@bchaf l.org) and her phone number is 954-325-3656. The locations are highlighted in purple in the table above

The contact person for the 3 Davie Parks and Rec. sites (highlighted in green) is Mr. Mark Felicitty, Director of Parks and Recreation for the City of Dania Beach. His email is [mfelicitty@ci.dania-beach.fl.us](mailto:mfelicitty@ci.dania-beach.fl.us) and his phone number is 954-924-6800, extension 3730.

The Contact person for the Literacy Connection (orange), being run at Northside Elementary in Fort Lauderdale, is Dr. Tia Major. She is the Media Room teacher at the school and her email is [businessbuilderconsult@gmail.com](mailto:businessbuilderconsult@gmail.com). Her phone number is 754-779-2495.

The contact person for the LA Lee YMCA (blue) is Ms. Jandra Alexander, Program Coordinator. Her email is [jalexander@ymcabroward.org](mailto:jalexander@ymcabroward.org) and her phone number is 954-661-4870.

The contact for McArthur High School is Assistant Principal Thomas Correll. His email is [Thomas.correll@browardschools.com](mailto:Thomas.correll@browardschools.com) and his phone number is 954-826-3666.

## **Response to Question #2: 2015 Summer BreakSpot Sample Menus**

The bidding process for the catering request for proposals has not yet been completed, however, the Request for Proposals (RFP) specifically called for caterers bidding for the contract to provide kid-friendly, nutritious, fresh and innovative menu items that look and taste good, incorporate the use of locally grown fresh fruits and vegetables, and that can provide the opportunity for kids to try tasty, healthy meals they may not see every day. Some of the sample menus are listed in **Attachment A**.

## **Response to Question #3: Refrigerators and Warmers**

BMOW is able to provide warming ovens as needed to the sites. For sites without refrigeration capacity, or for field trips where meals will be taken off-site for consumption, BMOW is able to supply coolers to maintain food temperatures within acceptable limits, provided there is appropriate storage area for such coolers (i.e.; not out in the sun). Refrigerators may be available, depending on the quantity and size of appliances needed to contain meals and/or meal components needing refrigeration at each site. We would need to determine adequate electrical availability, space, and security to provide warmers and refrigeration at each site.

## **Response to Question #4: Menu Flexibility to Off-Site Field trips**

With appropriate notice, BMOW is able to arrange menu changes to enable meals to be taken to off-site field trips. These would most likely be cold meals, as opposed to the regular hot meals we find the children prefer due to difficulty in transporting and maintaining the required meal temperatures of hot meals. Some hot meals, however, could be delivered to the field trip site if they were to be consumed within 15 minutes of delivery. Part of our close working relationship with the caterer(s) and open lines of communication with staff of each site is geared to minimize difficulties in making such flexibility come to fruition. The site staff would need to let BMOW know the location, time, and duration of the field trip at least one week in advance of scheduled field trips to allow us to secure the required approval from DACS for the meals to be taken on the field trip and to coordinate any special menu changes with the caterer. It would be preferable to have as much notice as possible for scheduled field trips in case DACS experiences unforeseen delays in processing field trip requests.

## **Response to Question #5: Sponsor's Approach to Concerns and / or Issues that May Arise**

If there is one thing we at BMOW have learned in our 30 years of delivering meals and through the 2014 Summer BreakSpot Pilot Program, it is this: All the moving parts at the heart of such programs require ongoing, collaborative, constructive, open and clear channels of communication in both directions between all partners serving the clients /children in the program. BMOW is deeply committed to the seamless and effective operational success of all aspects of our collaborations and we have considerable experience in hearing, evaluating and rapidly addressing concerns and issues that may arise. Beyond the full time staff specifically designated to the operation of our Youth Services Program, who are accessible 24/7 by cell phone, all agency staff are trained and capable of jumping in to resolve issues and concerns in the program from the front desk staff to the Executive Director. We at BMOW pride ourselves on effective, efficient collaborations, quality operations, and on always keeping in mind that we can collectively overcome any challenge when we keep the best interests of those we are here to serve in mind.

## In Conclusion

As outlined in the City's RFP, if selected as food service sponsor for the City of Hollywood's 2015 summer camp programs and 2015-2016 aftercare program, BMOW agrees to offer healthy, appealing, and kid-friendly meals to all eligible children 18 years of age and younger as provided by the rules, agreements and regulation of the Florida Department of Agriculture and Consumer Services and the Division of Food, Nutrition and Wellness. BMOW will provide any authorized combination (choice of 2) of breakfast, snacks, lunch and / or dinner / supper to the agreed upon locations in the City of Hollywood. BMOW further agrees to train on-site staff as required, complete all site visit and monitoring requirements for the food service program, and work collaboratively with the on-site staff to overcome and challenges that may arise, at no cost to the City of Hollywood. BMOW further indemnifies the City of Hollywood by adding the City as an additional insured to our liability insurance (**see Attachment B**).

As we have learned over last summer's sponsorship of the Summer BreakSpot program, true and lasting change in the lives of children in need and at risk of hunger is possible through the coordinated, collaborative efforts of the agencies charged with their care and support. The entire Board, Staff and volunteer workforce of the BMOW team welcomes the exciting opportunity to work alongside the team from the City of Hollywood in ensuring that the children in the programs of the Parks, Recreation and Cultural Arts Department receive the care and support they so deserve to live nourished lives both over the 2015 summer break and into the future.

If City staff should have any questions, please feel free to contact me directly at any time.

I look forward to the possibility of working together.

Mark Adler, MPH  
Executive Director  
Broward Meals on Wheels  
451 N. State Rd. 7  
Plantation, FL 33317  
Direct Line: 954-714-6940  
Direct Fax: 954-714-6948  
Cell: 954-336-2589  
Email: [madler@bmow.org](mailto:madler@bmow.org)

**Attachment A: Sample Menus** Can do 6 week meal patterns and / or cold plates as needed for field trips

**Breakfast – Week 1**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fruit</b>	Pineapple tidbits	Pears	Fresh Apple	Orange Juice	Banana
<b>Meat / Meat Alternate</b>	Turkey Sausage		Cream Cheese		
<b>Grains</b>	Biscuit	Multi-Grain Cheerios	Cinnamon Raisin Bagel	Bran Flakes, Banana Muffin	Whole Wheat French Toast
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk

**Breakfast – Week 2**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fruit</b>	Cinnamon Apples	Mandarin Oranges	100% Juice blend	Fresh Orange Wedges	Fresh Seasonal Fruit
<b>Meat / Meat Alternate</b>			Egg & Cheese Biscuit		
<b>Grains</b>	Whole Grain Wheat Bread	Multi-Grain Cheerios	Biscuit	Whole Grain English Muffin	Kix Cereal
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk

**Breakfast – Week 3**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fruit</b>	Mandarin Oranges	Fruit Cocktail in juice	Fresh Cantaloupe	Banana	Fresh Seasonal Fruit
<b>Meat / Meat Alternate</b>		Cream Cheese			Ham & Cheese Biscuit
<b>Grains</b>	Crispy Rice Cereal	Whole Grain English Muffin, lite jelly	Life Cereal	Whole Grain Waffle, lite syrup	Biscuit
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk

**HOT: Lunch / Supper – Week 1**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Meat / Meat Alternate</b>	Sliced Ham	Lasagna	Black Bean Chili	Breaded Fish	Lean Ground Beef & Cheese Tacos
<b>Fruit or Vegetable 1</b>	Sweet Potatoes	Spinach, Tomato & Cucumber Salad	Peas & Carrots	Broccoli	Mexican Corn
<b>Fruit or Vegetable 2</b>	Green Beans	Fresh Fruit Salad	Slices Peaches in juice	Fresh Orange Slices	Shredded Lettuce & Tomato
<b>Grains</b>	Whole Wheat Roll	Italian Bread	Whole Wheat Roll	Cornbread	Seasonal Fresh Fruit
<b>Other</b>	Light Margarine	Low-Fat Ranch	Light Margarine	Ketchup	Mild Salsa
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk



### HOT: Lunch / Supper – Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Meat / Meat Alternate</b>	Macaroni & Cheese	Chicken Strips	Ravioli	Lean Meat Cheeseburger	Barbecue Chicken
<b>Fruit or Vegetable 1</b>	Broccoli	Green Peas & Carrots	Spinach	Baked Sweet Potato Fries	Italian Green Beans
<b>Fruit or Vegetable 2</b>	Black Eyed Peas	Mashed Potatoes	Fresh Fruit Cocktail in juice	Lettuce, Tomato & Pickle	Pears in juice
<b>Grains</b>	Whole grain noodles	Whole Grain Roll	Garlic Bread	Whole Wheat Bun	Brown Rice
<b>Other</b>	Light Margarine	Low-Fat Barbeque Sauce		Ketchup, Mustard, Low-Fat Mayo	
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk

### HOT: Lunch / Supper – Week 3

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Meat / Meat Alternate</b>	Sloppy Joe (Ground Turkey)	Roast Pulled Pork	Beef & Bean Burrito	Chicken Veggie Stir-Fry	Whole Grain Pizza w/ skim cheese
<b>Fruit or Vegetable 1</b>	Mixed Vegetables	Steamed Carrots	Spinach Salad	Banana	Spinach, Tomato & Cucumber Salad
<b>Fruit or Vegetable 2</b>	Peach Slices in Juice	Tropical Mixed Fruit in juice	Seasonal Fresh Fruit	(Stir-Fry Veggies)	Pears in juice
<b>Grains</b>	Whole Grain Bun	Whole Grain Biscuit	Whole Wheal Tortilla	Brown Rice	Whole grain Pizza Dough
<b>Other</b>			Low-Fat Ranch Dressing	Fortune Cookie	Low-Fat French Dressing
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk

### COLD: Lunch / Field Trips

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Meat / Meat Alternate</b>	Chef Salad with Egg, Cheese and Turkey	Chicken Wrap	Ham and Cheese Sandwich	Peanut Butter and Jelly Sandwich	Chicken Pasta Salad
<b>Fruit or Vegetable 1</b>	Lettuce, Tomato and Cucumber	Spinach and Tomato	Lettuce, Tomato & Pickle	Apple Wedges	Three Bean Salad
<b>Fruit or Vegetable 2</b>	Banana	Seasonal Fresh Fruit	Fresh Fruit Cocktail in juice	Carrot Sticks	Peaches in juice
<b>Grains</b>	Whole Grain Roll	Whole Grain Tortilla Wrap	Whole Grain Bread	Whole Wheat Bread	Whole Grain Pasta
<b>Other</b>	Light Honey Mustard Dressing	Low-Fat Dressing	Ketchup, Mustard, Low-Fat Mayo	Yogurt	
<b>Milk</b>	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk	1% Low Fat Milk



## SNACKS – Week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fruit, Juice or Vegetable</b>	100% Peach Juice		100% Apple Juice		Whole Seasonal Fresh Fruit
<b>Grains</b>	Whole Grain Spice Cookie	Whole Grain Animal Crackers	Whole Grain Banana Loaf	Whole Grain Strawberry Waffle Grahams	Cheese on Whole Grain Crackers
<b>Milk</b>		1% Low Fat Milk		1% Low Fat Milk	

## SNACKS – Week 2

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Fruit, Juice or Vegetable</b>	100% Strawberry Kiwi Juice		Whole Seasonal Fresh Fruit	100% Tropical Juice	Whole Seasonal Fresh Fruit
<b>Grains</b>	Whole Grain Animal Crackers	Granola Bar	Whole Grain Muffin	Whole Wheat Soft Pretzel	Cheese on Whole Grain Crackers
<b>Milk</b>		1% Low Fat Milk			

NOTE: The menus above are intended to be samples and can be adjusted according to the unique needs of each site, for scheduled field trips, and for special events or occasions. Accommodation can also be made for children with special dietary restrictions, allergies, and / or special needs.

# Attachment B: Certificate of Insurance –City of Hollywood as Additional Insured



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/10/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Setnor Byer Insurance & Risk 900 S. Pine Island Road #300 Plantation FL 33324		<b>CONTACT NAME:</b> Custom Unit 1 <b>PHONE (A/C No. Ext.):</b> (954) 382-4350 <b>FAX (A/C No.):</b> (954) 382-2810 <b>E-MAIL ADDRESS:</b> cherylw@setnorbyer.com	
<b>INSURED</b> Human Services Network Inc DBA Broward Meals on Wheels 451 N State Road 7 Plantation FL 33317-2833		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nationwide Mutual Ins Co <b>NAIC #</b> 23787 <b>INSURER B:</b> Harleysville Group, Inc. <b>23582</b> <b>INSURER C:</b> Technology Ins. Co. <b>42376</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

### COVERAGES

CERTIFICATE NUMBER: 1/29/15 AI Master

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			GL 000000479738	2/2/2015	2/2/2016	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (If a commercial) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG						PRODUCTS - COMPROP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			BA 000000479728	2/2/2015	2/2/2016	COMBINED SINGLE LIMIT (If a accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			CB0000000479758	2/2/2015	2/2/2016	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			TWC3450506	1/1/2015	1/1/2016	<input type="checkbox"/> IWC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Professional Liability			GL 000000479748	2/2/2015	2/2/2016	\$1,000,000 Occurrence \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
General Liability Blanket Additional Insured Blanket Waiver of Subrogation applies if required by a written contract as per form number CG-7308 12/10

### CERTIFICATE HOLDER

City of Hollywood  
2600 Hollywood Boulevard  
Hollywood, FL 33020

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cheryl Wranik/SHIRL