

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 20, 2017

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Several Insurance Companies for Primary and Excess Property Insurance, Flood Insurance, Public Officials Liability Insurance, Boiler and Machinery and Terrorism Insurance

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

- 1) Department/Office involved – Risk Management
- 2) Type of Agreements – Insurance policies
- 3) Method of Procurement (RFP, bid, etc.) – Exemption for procurement of insurance through City's agent of record.
- 4) Term of Contract
 - a) initial – These are 1-yr.policies.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$1,931,250 for all policies
- 6) Termination rights – City can cancel the policies at any time without cause, except the flood insurance can be canceled only in accordance with the rules and regulations of the National Flood Insurance Program..
- 7) Indemnity/Insurance Requirements – These contracts are insurance policies.
- 8) Scope of Services – Vendors will provide primary and excess property insurance, flood insurance, public officials liability insurance, boiler and machinery insurance and terrorism insurance.
- 9) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager