

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 18, 2017
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement with Hartford Insurance Company of the Midwest for Flood Insurance for the Sue Gunzburger Washington Park Childcare Center

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 Agreement – Insurance policy
- 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 – Not to exceed \$907.00/yr.
- 6) Termination rights – City can terminate without cause effectively immediately.
- 7) Indemnity/Insurance Requirements – This agreement is an insurance policy.
- 8) Scope of Services – Vendor will provide flood insurance for the Sue Gunzburger Washington Park Childcare Center.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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