

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 23, 2020  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed Agreement with Symetra Life Insurance Company for Various Insurance Policies for Employees

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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 policies
- 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 \$488,767.
- 6) Termination rights – City can terminate without cause, but the amount of premium refund would probably be less than the amount that would be refunded with a straight pro-ration.
- 7) Indemnity/Insurance Requirements – These are insurance policies.
- 8) Scope of Services – Vendor will sell to City basic life, accidental death & dismemberment, supplemental and dependent life, and long term disability insurance.
- 9) City’s prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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