

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: September 8, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Various Insurance Companies for Various Types of Insurance Coverage

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 – Human Resources/Labor Relations
- 2) Type of Agreement – Insurance policies.
- 3) Method of Procurement (RFP, bid, etc.) – "Insurance" exemption.
- 4) Term of Contract
 - a) initial – One yr., except the term of the accidental death and dismemberment insurance is two yrs.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount – \$640,366 (not-to-exceed) for the 2016/2017 renewal period.
- 6) Termination rights – City can cancel without cause.
- 7) Indemnity/Insurance Requirements – These are insurance policies.
- 8) Scope of Services – Vendors will provide excess workers' compensation insurance, general liability, auto liability, statutory accidental death and dismemberment insurance, crime insurance, cyber liability and flood insurance.
- 9) City's prior experience with Vendor (if any) – Yes..
- 10) Other significant provisions – None.

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