

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 17, 2018

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreement with Hartford Insurance Company of the Midwest for Flood Insurance for Charnow Building and Fire Station #40

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed 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 \$27,136.00.
- 6) Termination rights – City can terminate only in accordance with the rules and regulations of the National Flood Insurance Program.
- 7) Indemnity/Insurance Requirements – This is an insurance policy.
- 8) Scope of Services – Vendor will provide flood insurance for Charnow Building and Fire Station #40.
- 9) Other significant provisions - None.

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