

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 12, 2017  
**FROM:** Alan Fallik, Acting City Attorney  
**SUBJECT:** Proposed Agreement with Various Insurance Companies for Various Types of Insurance Coverage

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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 years and this is the second year
  - b) renewals (if any) -
  - c) who exercises option to renew -
- 5) Contract Amount – \$633,972 (not-to-exceed) for 2017/2018.
- 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, finance director surety bond, environment/pollution insurance 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