

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 19, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Symetra Life Insurance Company for Long Term Disability Insurance

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
- 2) Type of Agreement – Insurance policy
- 3) Method of Procurement (RFP, bid, etc.) – “Insurance” exemption
- 4) Term of Contract
 - a) initial – 2 yrs.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed 110% of \$47,965 per yr.
- 6) Termination rights – Either party can terminate without cause.
- 7) Indemnity/Insurance Requirements – This is an insurance policy.
- 8) Scope of Services – Vendor will provide long term disability insurance for elected officials, executives, supervisors, professionals, management, confidential, administrators and technical employees.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None

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