

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 25, 2019

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreement with Aon Risk Services, Inc. of Florida for Brokerage Services for Property Insurance, Liability Insurance and Workers Compensation Insurance

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 – Agent of record letter
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – One 1-yr. renewal
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount – Not to exceed \$144,000 for each yr.
- 6) Termination rights –City can terminate without cause by giving 30 days' notice.
- 7) Indemnity/Insurance Requirements – Standard provisions for both will be in the agreement.
- 8) Scope of Services – Vendor will provide brokerage services for property insurance, liability insurance and workers compensation insurance.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions - None.

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