

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 22, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with The Gehring Group, Inc. for Employee Healthcare and Benefits Consulting Services

I have reviewed the above captioned agreement for form and legality. The general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Human Resources
- 2) Type of Agreement – Agreement for employee healthcare and benefits consulting services
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract -
 - a) initial – Three yrs.
 - b) renewals (if any) – Two one-yr. renewals
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount – \$140,000/yr.
- 6) Termination rights – City can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide employee healthcare and benefits consulting services.
- 9) City’s prior experience with Vendor (if any) – Yes
- 10) Other significant provisions – None.

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