

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** November 3, 2020

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Agreement with Hartford Fire Insurance Company for Flood Insurance

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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 & Risk Management
- 2) Type of Agreement – Insurance policy
- 3) Method of Procurement (RFP, bid, etc.) – “Insurance” exemption
- 4) Term of Contract
  - a) initial – One yr.
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$79,703.
- 6) Termination rights – City can terminate without cause, but the amount of premium refund would probably be less than the full pro-rated amount.
- 7) Indemnity/Insurance Requirements – This is an insurance policy.
- 8) Scope of Services – Vendor will provide flood insurance for 1451 Taft St., 1600 Johnson St., 1621 N. 14 Ave, 3250 Hollywood Blvd., 3401 Hollywood Blvd., 400 Entrada Dr., and 327 Nebraska St.
- 9) City’s prior experience with Vendor (if any) – Yes.
- 10) Other significant provisions – None.

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