



Cover Memorandum/Staff Report

File #: 22-586

Agenda Date: 5/17/2022

Item #: 6.K.5.

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: Terrence R. Moore, ICMA-CM
DATE: May 17, 2022

APPROVAL OF RESOLUTION NO. 70-22 TO AWARD AN AGREEMENT WITH RELATION INSURANCE SERVICES OF FLORIDA, INC. FOR PROPERTY AND CASUALTY INSURANCE BROKER SERVICES PURSUANT TO REQUEST FOR PROPOSALS NO. 2022-006 FOR THE HUMAN RESOURCES RISK MANAGEMENT DIVISION - \$132,000 FOR THE INITIAL THREE-YEAR TERM (\$44,000 PER YEAR)

Recommended Action:

Motion to Approve Resolution No. 70-22 to award an Agreement with Relation Insurance Services of Florida, Inc. Property and Casualty Insurance Broker Services for the Human Resources Risk Management Division pursuant to Request for Proposals (RFP) No. 2022-006 in the estimated initial three (3) year amount of \$132,000 (\$44,000 per year) and authorize the City Manager to exercise any and all renewal options in amounts below contingent upon appropriation of funds.

Background:

On January 12, 2022, the City advertised RFP No. 2022-006 for Property and Casualty Insurance Broker Services for the Human Resources Risk Management Division; three (3) submittals were received. On April 12, 2022, the Selection Committee formally rated and ranked the submittals received. The final ranking is listed below:

Firm	Final Rank
Relation Insurance Services of Florida, Inc.	1
Gehring Group, Inc.	2
Foundation Risk Partners	3

The Selection Committee unanimously recommended award of the RFP to Relation Insurance Services of Florida, Inc. as the number one ranked firm. The term of the Agreement will be for three (3) years with the option to renew for an additional three, one-year periods. The property and casualty broker assists the Human Resources Risk Management Division in placing property and flood insurance for the City. The broker also provides services for the City throughout the year, acting as liaison between the City and the Florida League of Cities.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
Initial Term (3 Years)	May 17, 2022 - May 16, 2025	\$ 132,000
Renewal 1	May 17, 2025 - May 16, 2026	\$ 44,000
Renewal 2	May 17, 2026 - May 16, 2027	\$ 44,000
Renewal 3	May 17, 2027 - May 16, 2028	\$ 44,000
	Total:	\$ 264,000

The acquisition of service is in compliance with the Code of Ordinances, Chapter 36 and City Policies and Procedures.

City Attorney Review:

Approved as to legal form and legal sufficiency.

Funding Source/Financial Impact:

551-13-040-513.31-90 - Professional Services Other Professional Services

Attachments:

Legal Review Checklist

Resolution 70-22

Agreement