



Legislation Text

File #: 20-114, Version: 1

TO: Mayor and Commissioners
FROM: Duane D'Andrea, Human Resources Director
THROUGH: George Gretsas, City Manager
DATE: March 3, 2020

APPROVAL OF AMENDMENT NO. 1 WITH RELATION INSURANCE SERVICES OF FLORIDA, INC RENEWING THE CITY'S AGREEMENT FOR PROPERTY AND CASUALTY BROKER SERVICES (RFP 2016-129) - \$40,000

Recommended Action:

Motion to Approve Amendment No. 1 with Relation Insurance Services of Florida to renew the Agreement under the same terms and conditions in the amount of \$40,000 and authorize the City Manager to approve renewal options, in the same amounts, contingent on appropriations of funds.

Background:

The City of Delray Beach (City) issued a solicitation for Property and Casualty Broker Services (RFP 2016-129) on July 26, 2016. The City Commission approved an Agreement for Property and Casualty Broker Services with Relation Insurance Services of Florida. The initial term of the Agreement is from October 1, 2016 through March 31, 2020.

The Agreement includes provisions for renewal options and staff recommends exercising the first of two, one-year renewal options for the period of April 1, 2020 through March 31, 2021.

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		
Renewal Term 1	April 1, 2020 - March 31, 2021	\$40,000
Renewal Term 2	April 1, 2021 - March 31, 2022	\$40,000
		\$80,000

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures, Change Orders and Amendments; Contracts must be amended in the same manner in which they were executed.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

551-130-40-513-3190 Professional Services Other Professional Services

Timing of Request:

This issue is very time sensitive in order to provide the required services without interruption.