



**CITY OF FORT LAUDERDALE  
City Commission Agenda Memo  
REGULAR MEETING**

**#13-1189**

**TO:** Honorable Mayor & Members of the Fort Lauderdale City Commission

**FROM:** Lee Feldman, ICMA-CM, City Manager

**DATE:** October 1, 2013

**TITLE:** Motion to approve a two-year contract for insurance brokerage services – Request for Proposals (RFP) 745-11260 - \$110,000 (two year costs)

**Recommendation**

It is recommended that the City Commission award a two-year contract, in substantially the form attached, for insurance brokerage services to Risk Management Associates, Inc. d/b/a Public Risk Insurance Agency, in the annual amount of \$55,000 (two year amount of \$110,000) and authorize the City Manager to approve the renewal options contingent upon approval and appropriation of funds.

**Background**

As part of the City’s property and casualty self-insurance program, the Risk Management Division contracts with an insurance broker to negotiate property and casualty insurance quotes and provide consulting services to the division. The Insurance Brokerage Service Request for RFP 745-11260 opened on July 22, 2013 in the amount of \$55,000 per year, the same amount as the current contract.

If approved, the contract will begin on December 20, 2013 and expire on December 19, 2015, with two, one-year options to renew by the City Commission. The cost will be \$110,000 or \$55,000 per year for two years.

The Insurance Advisory Board met on September 4, 2013, and unanimously approved the recommendation to award a contract to Risk Management Associates, Inc. d/b/a Public Risk Insurance Agency in the amount of \$55,000 per year.

**Resource Impact**

There will be a fiscal impact to the City in the amount of \$55,000. Future expenditures are contingent upon approval and appropriation of the annual budgets.

**FUNDS AVAILABILTY LOCATION:**

FY	FUND	SUB FUND	FUND NAME	INDEX #	INDEX NAME	SUB OBJ #	SUBJECT NAME	AMOUNT
2014	543	01	City Insurance	HRD050101	Claims Administration	3199	Other Prof Serv	\$55,000
<b>TOTAL</b>								\$55,000

**Attachments**

Exhibit 1 – Bid Tabulation 745-11260  
Exhibit 2 – Agreement (Form P-0001)

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Prepared by: Richard Ewell, Procurement Specialist II  
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Department Director: Averill Dorsett, Human Resources