

**Lee County Board Of County Commissioners**  
**Agenda Item Summary**

Blue Sheet No. 20030660

**1. REQUESTED MOTION:**

**ACTION REQUESTED:** Concur with the ranking of Consultants by the Competitive Negotiations Committee for CN-03-06 INSURANCE BROKERAGE SERVICES, and authorize contract negotiations to commence with the number one ranked firm: (1) Arthur J. Gallagher & Company; and (2) Aon Risk Services, Inc. of Florida. Further authorize the Chairman on behalf of the Board to execute an agreement for an amount not-to-exceed \$175,000.00.

**WHY ACTION IS NECESSARY:** Board approval required.

**WHAT ACTION ACCOMPLISHES:** This project involves the Consultant providing insurance brokerage services for Lee County.

**2. DEPARTMENTAL CATEGORY:**

01 County Administration  
 COMMISSION DISTRICT #:

*CIA*

**3. MEETING DATE:**

*06-17-2003*

**4. AGENDA:**

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

**5. REQUIREMENT/PURPOSE:**  
 (Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-4-4
- OTHER

**6. REQUESTOR OF INFORMATION:**

- A. COMMISSIONER \_\_\_\_\_
- B. DEPARTMENT \_\_\_\_\_
- C. DIVISION Risk Management
- BY: Wayne Fiyalko, Risk Program Manager

**7. BACKGROUND:**

Letters of Interest were solicited on behalf of the Board of County Commissioners for Insurance Brokerage Services.

The deadline for receipt of Letters of Interest was April 22, 2003. A total of two (2) Letters of Interest were received by the established deadline date and time. Both submittals were considered at the Competitive Negotiations Committee meeting held on April 29, 2003. The Competitive Negotiations Committee consisted of the following staff members: Holly Schwartz, Assistant County Manager, as Chairman, Tony Majul, Budget Services Director, and Wayne Fiyalko, Risk Management, Project Manager. Based on the information submitted by the Consultants in their Letters of Interest, it was the consensus of the Committee to invite both firms for interview/presentations.

On the basis of the information submitted by the firms in their Letters of Interests and after conducting interviews/presentations on May 29, 2003, with the two (2) firms, the Committee agreed to recommend to the Board the following order of ranking: (1) Arthur J. Gallagher & Company; and (2) Aon Risk Services, Inc. of Florida.

For purposes of being in a position to expedite the execution of the Professional Services Agreement for this project in accordance with the provisions of the Contracts Manual under Professional Services, it should be noted that the Department of Risk Management has estimated the professional services for this project not-to-exceed \$175,000.00.

Funds are available in account string: GC5133857700.503190

Attachment: Overall Ranking Sheet

**8. MANAGEMENT RECOMMENDATIONS:**

**9. RECOMMENDED APPROVAL:**

| A<br>Department Director     | B<br>Purchasing or Contracts | C<br>Human Resources | D<br>Other | E<br>County Attorney         | F<br>Budget Services         |                              |                              | G<br>County Manager          |
|------------------------------|------------------------------|----------------------|------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
|                              |                              |                      |            |                              | OM                           | Risk                         | CG                           |                              |
| <i>[Signature]</i><br>6/2/03 | <i>[Signature]</i>           | N/A                  |            | <i>[Signature]</i><br>6/2/03 | <i>[Signature]</i><br>6/2/03 | <i>[Signature]</i><br>6/2/03 | <i>[Signature]</i><br>6/2/03 | <i>[Signature]</i><br>6/2/03 |

**10. COMMISSION ACTION:**

- APPROVED
- DENIED
- DEFERRED
- OTHER

Rec. by CoAtty  
 Date: *6/2/03*  
 Time: *1:00pm*

RECEIVED BY  
 COUNTY ADMIN. *CA*  
*6-2-03*  
*2:00*  
*HS*

Forwarded To:  
 Co. Admin.  
*6/2/03*

*6/5/03*

**COMPETITIVE NEGOTIATIONS COMMITTEE**  
**OVERALL RANKING SHEET**  
**INTERVIEW/PRESENTATIONS**  
**FOR**  
**CN-03-06 INSURANCE BROKERAGE SERVICES**  
**Thursday, May 29, 2003 @ 1:30 P.M.**

**COMPANY NAME**

**NUMBER RANKED**

AON RISK SERVICES, INC. OF FLORIDA

2

ARTHUR J. GALAGHER & COMPANY

1

  
 \_\_\_\_\_  
**COMMITTEE MEMBER**  
**(PROJECT MGR) SIGNATURE**