

**AGENDA ITEM REPORT**

DATE: August 16, 2022
DEPARTMENT: County Manager
REQUESTER: Mike Figueroa
TITLE: Award Annual Contract for Insurance Broker/Agent Services

I. MOTION REQUESTED

- A) Award Request for Proposal No. RFP220125CJV Insurance Broker/Agent: All Lines to Risk Management Associates, Inc., to provide insurance broker/agent services, on an as needed basis, for an initial term of three (3) years, as approved in the departments' annual adopted budget. Individual purchases in excess of \$100,000.00 will be presented to the Board for approval.
- B) Authorize the Chair to execute the contract documents on behalf of the Board of County Commissioners.
- C) Grant the County Manager or designee the authority to renew the contract for up to three (3) additional one (1) year periods, and to execute all associated documents, as approved in the departments' annual adopted budgets, if doing so is in the best interest of Lee County, and there are no cost increases associated with the renewal(s).

II. ITEM SUMMARY

Award all lines Insurance Broker/Agent annual contract to Risk Management Associates, Inc. in the amount of \$105,000 per year, excluding NFIP commission, for the solicitation of commercial insurance providing financial protection to the County against various unexpected losses.

III. BACKGROUND AND IMPLICATIONS OF ACTIONA) Board Action and Other History

On September 6, 2016, the Board approved Blue Sheet 20160448 authorizing the office of Risk Management to commence negotiations with the number one ranked firm, Risk Management Associates, Inc., dba Public Risk Insurance Advisors for insurance brokerage services. This contract is set expire on September 30, 2022.

A new solicitation for Insurance Broker/Agent: All Lines was advertised on March 1, 2022, and bids opened on March 31, 2022. Six proposals were received and evaluated on April 14, 2022, with a NOI to awarded to Risk Management Associates, Inc. posted on April 18, 2022.

The approval of this new contract will ensure that the County has access to commercial insurance products in order to provide financial protection against unexpected losses.

B) Policy IssuesC) BoCC GoalsD) AnalysisE) Options**IV. FINANCIAL INFORMATION**

| | | |
|----|---|---------------|
| A) | Current year dollar amount of item: | \$105,000 |
| B) | Is this item approved in the current budget? | Yes |
| C) | Is this a revenue or expense item? | Expense |
| D) | Is this Discretionary or Mandatory? | Discretionary |
| E) | Will this item impact future budgets? If yes, please include reasons in III(D) above. | No |
| F) | Fund: General Liability Self-Insurance Program: Property and Liability Project: Other Professional Services Account Strings: GC5133857700.503190 | |
| G) | Fund Type? | General Fund |
| H) | Comments: | |

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

| Description | Upload Date | Type |
|--|-------------|-----------------|
| Vendor Executed Agreement RFP220125CJV | 7/25/2022 | Agreement |
| Signature Authority | 8/3/2022 | Backup Material |

REVIEWERS:

| Department | Reviewer | Action | Date |
|-----------------|----------------|----------|---------------------|
| County Manager | Tucker, Mary | Approved | 8/3/2022 - 3:07 PM |
| County Manager | Winton, Peter | Approved | 8/4/2022 - 10:25 AM |
| Budget Services | Henkel, Anne | Approved | 8/4/2022 - 12:49 PM |
| Budget Services | Winton, Peter | Approved | 8/4/2022 - 4:18 PM |
| County Attorney | Lira, Louis C. | Approved | 8/5/2022 - 1:21 PM |
| County Manager | Winton, Peter | Approved | 8/5/2022 - 3:26 PM |