

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Human Resources

AGENDA DATE: January 21, 2020

CONTACT PERSON/PHONE: Linda B. Thomas, Human Resources Director, (915) 212-1240
Bruce D. Collins, Purchasing Director, (915) 212-1181

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: NO. 6: SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT

The linkage to the 2025 strategic goal is subsection 6.6 Ensure continued financial stability and accountability through sound financial management, budgeting and reporting. This contract will allow all existing and future City of El Paso properties to retain property coverage.

SUBJECT:

Discussion and action on the award of Solicitation No. 2019-1063R Property Insurance to USI Southwest, Inc., for an initial three (3) year estimated award of \$2,728,805.58. The award is to include two (2) additional terms of two (2) years each for an estimated amount of \$3,638,407.44 for a total seven (7) year estimated amount of \$6,367,213.02. The period of performance is from January 22, 2020 through July 1, 2027. USI Southwest, Inc., is guaranteeing the rate for the first year of the contract. Alliant Property Insurance Program submitted a proposal with a \$750M total property limit for \$909,601.86. The annual premium will increase or decrease depending on the total statement of values submitted by the City at the time of renewal. The City Manager or designee is authorized to execute any documents associated and affected by the addition or decrease of assets within the City premium.

BACKGROUND / DISCUSSION:

This solicitation was released seeking proposals for Property, Boiler and Machinery insurance. The evaluation committee is recommending Alliant Property Insurance Program (APIP) through USI Southwest, Inc., as the highest rank proposer.

SELECTION SUMMARY

Solicitation was advertised on August 20, 2019 and August 27, 2019. The solicitation was posted on the City's website on August 20, 2019. The email (Purmail) notification was sent out on August 22, 2019. A total of four (4) proposers were solicited; two (2) being local. Three (3) proposals were received; two (2) being local vendors.

CONTRACT VARIANCE:

The variance from previous policy to current policy is a total annual increase in cost of \$391,431.86. Premium for property insurance reflect the difference in the assets that are covered.

PRIOR COUNCIL ACTION:

Motion made by council to approve contract no. 2015-355R on January 13, 2015.

**COUNCIL PROJECT FORM
(RFP)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **JANUARY 21, 2020**.

STRATEGIC GOAL: NO. 6: SET THE STANDARD FOR SOUND GOVERNANCE AND FISCAL MANAGEMENT

The linkage to the 2025 strategic goal is subsection 6.6 Ensure continued financial stability and accountability through sound financial management, budgeting and reporting. This contract will allow all existing and future City of El Paso properties to retain property coverage.

Award Summary:

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CONTRACT VARIANCE:

The variance from previous policy to current policy is a total annual increase in cost of \$391,431.86. Premium for property insurance reflect the difference in the assets that are covered.

Department:	Human Resources
Award to:	USI Southwest, Inc. El Paso, TX
Item(s):	All
Initial Term:	3 years
Option:	Two (2) additional terms of two (2) years each
Annual Estimated Award:	\$ 909,601.86
Initial Term Estimated Award:	\$2,728,805.58 (3 years)
Option Total:	\$3,638,407.44 (4 years)
Total Estimated Award:	\$6,367,213.02 (7 years)
Account No.:	999-9999-1000-544090
Funding Source:	Non-departmental – Property Insurance Expense
District(s):	All

This is a Request for Proposal, service contract.

The Purchasing & Strategic Sourcing Department and Human Resources Department recommend award as indicated to USI Southwest, Inc., the highest ranked proposer based on evaluation factors established for this procurement.

In accordance with this award the City Manager or designee is authorized to exercise future options if needed and that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award upon City Attorney's Office review.

DATE: 1/13/2020

COMMITTEE SCORE SHEET

Request for Proposal

SOLICITATION TITLE: PROPERTY INSURANCE

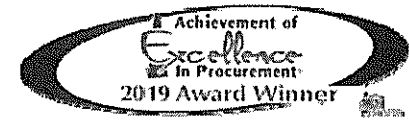
SOLICITATION NO: 2019-1063R

EVALUATION CRITERIA

	WEIGHT	MAX POINTS	Flor Insurance Group LLC dba Flor & Associates El Paso, TX	Harding-Conley-Draweert- Tinch Insurance Agency, Inc. dba HCDT Insurance Agency San Antonio, TX	USI Southwest, Inc. El Paso, TX
A. COVERAGE TYPE	35%				
			18.00	28.00	30.00
SUBTOTAL EVALUATION FACTOR A:		35	18.00	28.00	30.00
B. FEE PROPOSAL	20%				
			\$ 1,038,196.00	\$ 1,816,033.00	\$ 909,601.86
SUBTOTAL EVALUATION FACTOR B:		20	17.52	10.02	20.00
C. EXPERIENCE	15%				
			9.50	11.50	13.00
SUBTOTAL EVALUATION FACTOR C:		15	9.50	11.50	13.00
D. LOSS CONTROL SERVICES AND ADDITIONAL FEES	10%				
			4.50	8.00	8.00
SUBTOTAL EVALUATION FACTOR D:		10	4.50	8.00	8.00
E. CLAIMS ADJUSTING SERVICES	10%				
			3.50	7.25	8.00
SUBTOTAL EVALUATION FACTOR E:		10	3.50	7.25	8.00
F. RESPONSE OF REFERENCES	2.5 2.5 5%				
		2.5	1.67	2.29	2.29
		2.5	1.67	2.29	2.29
SUBTOTAL EVALUATION FACTOR F:		5	3.34	4.58	4.58
G. PAST RELATIONSHIPS	5%				
			3.33	5.00	3.33
SUBTOTAL EVALUATION FACTOR G:		5	3.33	5.00	3.33
Grand Total	100%	100	59.70	74.35	86.91



CITY OF EL PASO
REQUEST FOR PROPOSALS TABULATION FORM



Bid Opening Date: October 9, 2019

Solicitation #: 2019-1063R

Project Name: Property Insurance

Department: Human Resources

BIDDER'S NAME:	LOCATION:	AMENDMENT(S) ACKNOWLEDGED:
Flor Insurance Group LLC dba Flor & Associates	El Paso, TX	No
Harding-Conley-Drawert-Tinch Insurance Agency, Inc. dba HCDT Insurance Agency	San Antonio, TX	Yes
USI Southwest, Inc.	El Paso, TX	Yes
RFQs SOLICITED: 4 LOCAL RFQs SOLICITED: 3 RFQs RECEIVED: 3 LOCAL RFQs RECEIVED: 2 NO BIDS: 0		

NOTE: The information contained in this RFP tabulation is for information only and does not constitute actual award/execution of contract.

Approved: /s/

Date: 10/10/2019

2019-1063R Property Insurance

2019-1063R Property Insurance

**USI SOUTHWEST
2505 E. MISSOURI AVENUE
EL PASO, TX 79903**

**ALLIANT INSURANCE SERVICE, INC.
1301 DOVE STREET SUITE 200
NEW BEACH, CA 92266**

**HUB INTERNATIONAL
201 E. MAIN DRIVE SUITE 800
EL PASO, TXX 79904**

**FLOR & ASSOCIATES INSURANCE
AGENCY
FLOOR CABALLERO LYNCH
1005 E. YANDELL DRIVE
EL PASO, TX 79905**