

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

DEPARTMENT: Human Resources/Benefit Services

AGENDA DATE: March 17, 2015

CONTACT PERSON NAME AND PHONE NUMBER: Bruce D. Collins, 212-1181
Linda Ball Thomas, 212-1240
Monica Casarez, 212-1280

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL:

Goal 6: Set the Standard for Sound Governance and Fiscal Management

SUBJECT:

Request that the Purchasing Director be authorized to exercise the City's option to extend current Contract 2010-110R Comprehensive Loss Control Program with HUB International Insurance for two (2) year periods pursuant to the provisions of an award approved by the City Council on May 11, 2010. The extended contract period will be from May 11, 2015 to May 11 2017.

Annual estimated amount: \$ 81,000.00
Total estimated amount: \$162,000.00

BACKGROUND / DISCUSSION:

The Initial Contract was awarded for a five (5) year period from May 11, 2010 to May 11, 2015 with an option to extend two (2) two-year extensions. This is the first extension option being exercised. Renewal rates for extension period will remain the same.

SELECTION SUMMARY:

N/A

PRIOR COUNCIL ACTION:

On October 14, 2014, Council approved a Consent to Assignment from Risk & Insurance Management Consultants, Inc., to HUB International Insurance Services, Inc.

On April 10, 2012, Council approved 2012-031R (Benefit Consulting Services)

AMOUNT AND SOURCE OF FUNDING:

209-3500-14070-P1417-522150
Outside Contracts – Self Insured Fund – Worker Compensation Services

BOARD / COMMISSION ACTION: N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Linda Ball Thomas, Human Resources Director

**COUNCIL PROJECT FORM
(CONTRACT EXTENSION)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **MARCH 17, 2015**.

Request that the Director of the Purchasing & Strategic Sourcing Department be authorized to exercise the City's option to extend current Contract 2010-110R Comprehensive Loss Control Program with HUB International Insurance Services, Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on May 11, 2010. The extended contract period will be from May 11, 2015 to May 11, 2017.

Department:	Human Resources
Award to:	HUB International Insurance Services Inc. El Paso, Texas
Option:	One of Two
Annual Estimated Amount:	\$81,000.00
Total Estimated Amount:	\$162,000.00 (2 years)
Account No.:	209 – 522150 – 3500 – 14070 – P1417
Funding Source:	Self-Insured Fund – Outside Contracts – Worker Compensation Services
District(s):	All

This is a Request for Proposal, service contract

*******ADDITIONAL INFO BELOW*******

MOTION
OCTOBER 14, 2014

Motion made, seconded, and unanimously carried to **APPROVE** a Resolution authorizing the City Manager to sign Consent to Assignment of Contract No. 2010-110R for Comprehensive Loss Control Program from Risk Insurance Consultants, Inc. to HUB International Insurance Services, Inc.

Richarda Duffy Momsen, City Clerk

3.8

MOTION
MAY 11, 2010

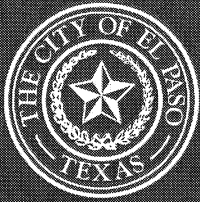
Motion made, seconded, and unanimously carried to **AWARD** Solicitation No. 2010-110R (Comprehensive Loss Control Program) to Risk & Insurance Management Consultants, Inc. for a total estimated award of \$405,000.

Department:	OMB – Insurance & Benefits
Award to:	Risk & Insurance Management Consultants, Inc. El Paso, TX
Item(s):	All
Option:	Two (2), Two-year periods
Annual Estimated Amount:	\$81,000
Funding Source:	Worker's Compensation Fund
Total Estimated Award:	\$405,000 (5 Years)

This is a (60) sixty month contract.

The Departments of Financial Services, Purchasing Division, and OMB – Insurance & Benefits recommend award as indicated. The review committee, based on evaluation factors established for this procurement, recommend award to the highest ranked proposer.

Richarda Duffy Momsen, City Clerk



Purchasing & Strategic Sourcing Department

Seven (7) Factor Option Memo

To: Purchasing & Strategic Sourcing Department
From: Linda B. Thomas, Human Resources Director _____
Subject: Seven (7) Factor Option
Date: March 5, 2015
Re: 2010-110R Comprehensive Loss Control Program

Authorized Signature

Human Resources – Risk Management recommends authorizing the Option to Extend HUB International Limited Services, Inc. for 2 years for Comprehensive Loss Control Policy with Contract. Exercising this option would meet the following threshold considerations:

- 1. Are funds available for this Option to Extend? Yes**
- 2. Does the Requirement covered by this option fill an existing need of the City? Yes**
- 3. Is the option price better than the current available market price? Yes**
- 4. Is the time between the date the contract was awarded and the date the option to extend is exercised so short that the market indicates the option is the lowest price obtainable through competition or the most advantageous offer? Yes**
- 5. Does the attached Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better? Yes**
- 6. Is the vendor currently under debarred status as per System for Award Management (SAM) www.sam.gov? No**
- 7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form? No**

Mayor

Oscar Leeser

City Council

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Ann Morgan Lilly

District 2

Larry Romero

District 3

Emma Acosta

District 4

Carl L. Robinson

District 5

Dr. Michiel R. Noe

District 6

Claudia Ordaz

District 7

Lily Limón

District 8

Cortney C. Niland

City Manager

Tommy Gonzalez

Bruce D. Collins, CPPO

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