

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

DEPARTMENT: Human Resources

AGENDA DATE: April 4, 2017

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

SUBJECT:

Request that the Director of 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 Texas, Inc., dba HUB International Insurance Services Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on March 17, 2015. The extended contract period will be from May 11, 2017 to May 10, 2019.

Annual Estimated Amount: \$81,000.00
Total Estimated Amount: \$162,000.00 (2 years)

BACKGROUND / DISCUSSION:

This extension will allow continued services for the Comprehensive Loss Control Program.

SELECTION SUMMARY:

N/A

PROTEST

☒ No protest received for this requirement.

COUNCIL REPRESENTATIVE BRIEFING:

Was a briefing provided? ☐ Yes or ☒ No, Routine Item
If yes, select the applicable districts.

- ☐ District 1
- ☐ District 2
- ☐ District 3
- ☐ District 4
- ☐ District 5
- ☐ District 6
- ☐ District 7
- ☐ District 8
- ☐ All Districts

PRIOR COUNCIL ACTION:

Prior City Council Approval March 17, 2015, Item 10.1

AMOUNT AND SOURCE OF FUNDING:

Self Insurance Fund – Payroll and Benefits
522150-3500-209-14070-P1417

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD:

Claudia Lujan for LBT

**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 **APRIL 4, 2017**.

STRATEGIC GOAL: NO. 6 Set The Standard for Sound Governance and Fiscal Management

Request that the Director of 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 Texas, Inc. dba HUB International Insurance Services Inc. for two (2) additional years pursuant to the provisions of an award approved by the City Council on March 17, 2015. The extended contract period will be from May 11, 2017 to May 10, 2019.

| | |
|--------------------------|--|
| Department: | Human Resources |
| Award to: | HUB International Texas, Inc. dba HUB International Insurance Services Inc. El Paso, TX |
| Option: | Two [of Two] |
| Annual Estimated Amount: | \$81,000.00 |
| Total Estimated Amount: | \$162,000.00 (2 years) |
| Account No.: | 209 – 3500 – 14045 – 521380 – P1414 |
| Funding Source: | Self Insured Fund – Prescription Benefits Payments |
| District(s): | All |

This is a Request for Proposal, service contract.

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

MOTION
MARCH 17, 2015

Motion made, seconded, and unanimously carried to **AUTHORIZE** the Director of the Purchasing & Strategic Sourcing Department to exercise 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 |

This is a Request for Proposal, service contract

Richarda Duffy Momsen, City Clerk

**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

Eight (8) Factor Option Memo

Mayor

Oscar Leeser

City Council

District 1

Peter Svarzbein

District 2

Jim Tolbert

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

To: Purchasing & Strategic Sourcing Department

From: Linda Ball Thomas, Human Resources Director

Subject: Eight (8) Factor Option

Date: April 4, 2017

Re: 2010-110R Loss Control Consulting Services

Human Resources recommends extended contract 2010-110R, Loss Control Consulting Services with HUB International Insurance Services Inc., for two (2) additional years. 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, the awarding of this contract will provide on-going loss control consulting services for City to meet deadlines for the following solicitations this year to include Public Officials and Employment Practices Liability and Fine Arts Insurance RFPs; extension on Property Insurance, key Safety Trainings and services, and budget development.

3. Is the option price better than the current available market price?

Yes. The City will be pay \$19,000 less per year.

| HUB International | Risk Management Advisors | Cigna |
|-------------------|-------------------------------------|-------------------------------------|
| \$81,000 per year | \$156,250 per year approximately | \$100,000 per year approximately |

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.

No.

5. Does the Vendor Performance Form show the vendor's performance rating to be "GOOD (7-8)" or better?

Yes.

Bruce D. Collins, CPPO

City 1 | 300 N. Campbell Street | El Paso, Texas 79901 | (915) 212-0043

"Delivering Outstanding Services"



Purchasing & Strategic Sourcing Department

Mayor
Oscar Leeser

6. Is the vendor currently under debarred status as per System for Award Management (SAM) www.sam.gov?

No.

City Council

7. Is the proposed vendor indebted to the City for any amount as documented in the City's Indebtedness Verification Form?

No.

District 1
Peter Svarzbein

8. Is the proposed vendor on the City's wage theft data base?

No.

District 2
Jim Tolbert

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

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