

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

DEPARTMENT: Human Resources, Benefit Services

AGENDA DATE: August 9, 2016

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

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL:

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

SUBJECT:

Discussion and action to approve Change Request in connection with RFP 2010-110R. Change Request is for increase of the Purchase Order by \$91,751 to cover cost for loss control consulting services for remainder of contract through May 11, 2017. All other terms and conditions of the Contract shall remain unchanged and in full force and effect.

BACKGROUND / DISCUSSION:

Original contract was awarded May 11, 2010 for five (years) with two (2)-two (2) year periods. First option to extend was approved on March 17, 2015 for a contract period of May 11, 2015 through May 11, 2017.

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| Previous not to exceed total contract amount: | \$567,000.00 |
| Change Order No. 1 increase: | \$49,999.00 |
| Change Order No. 2 increase: | \$91,751.00 |
| Revised not to exceed total contract amount: | \$708,750.00 |

PRIOR COUNCIL ACTION:

Original contract was awarded May 11, 2010 for five (years) with two (2)-two (2) year periods. First option to extend was approved on March 17, 2015 for a contract period of May 11, 2015 through May 11, 2017.

AMOUNT AND SOURCE OF FUNDING:

\$91,751 from funding source 209-3500-14045-P1414-521380

BOARD / COMMISSION ACTION: N/A

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

DEPARTMENT HEAD:


Linda Ball Thomas, Human Resources Director

**COUNCIL PROJECT FORM
(LOW BID OR BEST VALUE BID)**

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

Please place the following item on the **CONSENT** agenda (under PURCHASING REQUESTS, ETC.) for the Council Meeting of **AUGUST 9, 2016.**

STRATEGIC GOAL: No. 6: Set the Standard for Sound Governance and Fiscal Management

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to HUB International Insurance Services Inc. referencing Contract 2010-110R Comprehensive Loss Control Program. This will be a change order to increase the contract by \$91,751.00 for a total amount not to exceed \$708,750.00 for the initial term.

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| Department: | Human Resources |
| Award to: | HUB International Insurance Services Inc. El Paso, TX |
| Increase Amount: | \$91,751.00 |
| Account No.: | 209 – 3500 – 14045 – P1414 - 521380 |
| Funding Source | Self Insurance Fund – Payroll and Benefits |
| District(s): | All |

*******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.

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| 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