



DeKalb County Government

Manuel J. Maloof Center
1300 Commerce Drive
Decatur, Georgia 30030

Agenda Item

File ID: 2017-1342

Walk-On Item

11/14/2017

Purchasing Type: Change Order (CO)

Public Hearing: YES NO

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): ALL

CO - Change Order No. 3 to Contract No. 12-902554 for Broker Services for Property & Casualty Insurance (Multiyear Contract): for use by the Department of Finance-Risk Management. Consists of providing broker fees and consultation for property and casualty insurance coverages. Awarded to Resurgens Risk Management, Inc. and Willis Insurance of Georgia, Inc., a Joint Venture Company. Amount Not To Exceed: \$178,000.00.

Information Contact: Talisa Clark, CPPO

Phone Number: (404) 687-2797

PURPOSE:

Awarded by the BOC on November 13, 2012 for an amount not to exceed \$1,250,000.00. On December 10, 2013, the BOC approved Change Order No. 1 to include pass through payments of insurance premiums, Broker Fees, Owner Controlled Insurance Program (OCIP) fees for Capital Improvement Projects and a Risk Management Information System (RMIS) for an amount not to exceed \$8,000,000.00. On January 24, 2017, the BOC approved Change Order No. 2 for the provision of a formal Loss and Safety Program and for additional funding to cover increased cost of insurance premiums through the contract expiration date. This contract consists of the provision of insurance brokerage services for property and casualty insurance, OCIP fees and a RMIS. This request is to increase funding and to extend the contract term month to month to continue services until a new contract is executed.

RECOMMENDATION:

Recommend approval of Change Order No. 3 to increase the contract amount and extend the contract term to month to month with:

Resurgens Risk Management, Inc. and Willis Insurance of Georgia, Inc., a Joint Venture Company, 1201 Peachtree Street, Suite 1730, Atlanta, GA 30361

Amount Not To Exceed: \$178,000.00

and authorize the Chief Executive Officer to execute the change order and all associated documents.



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ADDITIONAL INFORMATION:

1. Contract Effective Date: November 13, 2012
2. Contract Expiration Date: December 17, 2017
3. Amount Spent To Date: \$11,366,850.95
4. Funding: General-Operating (Finance-Risk Management)

AGENDA NOTES

Solicitation Name and #	Insurance Broker Services (Multiyear Contract) RFP 11-500186
Procurement Manager	Delois Robinson
(Indicate if vendor has agreed to extend bid date/prices. Include new date.)	Yes – agreed to continue on a month-to-month basis.
Solicitation Name, Number and Contract Number of Expiring/Expired contract (If no previous contract, please indicate N/A)	Insurance Broker Services for Property and Casual Insurance (Multiyear Contract) RFP No. 11-500186 Contract Number 12-902554 Resurgens Risk Management, Inc. and Willis Insurance of Georgia, Inc., a Joint Venture Company
Previous Contract Number, Contractor Name and Award Amount (Include increases and Total Award Amount)	<u>\$11,431,971.65</u> \$1,250,000.00 - Award \$8,000,000.00 - CO1 \$2,181,971.65 - CO2
Previous or Amount Spent on Expiring /Expired Contract(s). If multiple awards, List Amount Spent per Contract and include Total Amount Spent)	\$11,366,850.95
Prime Contractor Information and LSBE– Subcontractor (Prime: Company Name, Owner Name and Title, Number years in business and Number of Years doing business with DeKalb County) (LSBE: LSBE Type (DeKalb or MSA), Participation Percentage, Company Name, Owner Name and Title, Address, Type of Work Provided, Number of years in business and Previous Business/Contracts and Amounts with DeKalb County)	<u>Resurgens Risk Management, Inc. and Willis Insurance of Georgia, Inc., A Joint Venture Company (Prime)</u> Willie H. Brooks, President/Owner Years in Business: 30 Years Doing Business with DeKalb: 4-1/2
Attachments:	<ul style="list-style-type: none"> • User Department’s Request Memo



DeKalb County
GEORGIA

404.371.2050 (o)
404.371.4992 (f)
DeKalbCountyGa.gov

Department of Finance
Risk Management and
Employee Services
Division
Manuel J. Maloof Center
1300 Commerce Drive
Decatur, GA 30030

MEMO

Chief Executive Officer
Michael Thumond

Board of Commissioners

TO: Delois Robinson, Procurement Manager

District 1
Nancy Jester

FROM: Larry Jacobs, Assistant Director of Finance

District 2
Jeff Rader

RE: Broker Services RFP – Willis/Resurgens Risk Management Inc.

District 3
Larry Johnson

Date: November 6, 2017

District 4
Stephen Bradshaw

Delois,

District 5
Mereda Davis Johnson

This letter replaces the memo dated November 3rd. We are amending our initial request for a 6-month extension in favor of a month-month extension for the Willis/Resurgens joint venture agreement. The two firms provide broker services and OCIP administration.

District 6
Kathie Gannon

This contract excludes pass through premiums. No changes are recommended to the fee schedule because some (if not all) of the fees may be invoiced within the next three months.

District 7
Gregory Adams Sr.

Broker Fees - \$50,000.00
RMIS Data Base License Fee - \$68,000.00
OCIP Fees - \$60,000.00

Total amount required for a month to month extension - \$178,000.00

Larry Jacobs, Assistant Director of Finance