



**OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE**

**DATE:** September 26, 2023

**FILE:** PR-23-232

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Adam Reichbach DS  
AR  
DocuSigned by: Assistant City Manager for Finance and Administration  
*Jessica Gonzalez*  
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**VIA:** Raelin Storey DS  
RS  
 Assistant City Manager

**THRU:** Steve Stewart DS  
SS  
 Director, Procurement and Contract Compliance

**FROM:** Tammie L. Hechler  
Human Resources Director

**SUBJECT:** Recommendation for authorization to bind the Casualty Insurance Coverages Renewal Package provided by Aon Risk Insurance Services West, Inc. on September 26, 2023, for \$1,659,640 during the period of October 1, 2023, through September 30, 2024. The Procurement Method used is Emergency as the item will not go forth for formal Commission authorization until October 18, 2023.

**ISSUE:**

The Office of Human Resources has an urgent emergency need to bind various casualty insurance coverages which are set to expire September 30, 2023. The emergency is due to the following:

- A protest regarding the selection of the City's Agent of Record under Request for Proposals No. RFP-060-23-WV, which delayed the ability of the agent to market insurance coverages timely before the September 30, 2023, expiration.
- The final action on Resolution No. R-2023-225 approving the Agent of Record was not until July 13, 2023.
- The selected Agent of Record, Aon Risk Insurance Services West, Inc. did not provide the City the renewal proposal until September 26, 2023.

The emergency poses a threat to the preservation and protection of City property, and the safety of the public.

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS**

**(C)(1) Emergency purchases:**

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment or services by open market procedure. All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.*

Funding has been provided in the fiscal year 2024 budget for the Office of Human Resources in Account Numbers:

558.112006.51900.591940.000000.000.000,  
558.112006.51900.591930.000000.000.000, and  
558.112006.51900.591910.000000.000.000.

**RECOMMENDATION:**

Authorization to bind the Casualty Insurance Coverages Renewal Package provided by Aon Risk Insurance Services West, Inc. on September 26, 2023, for \$1,659,640 during the period of October 1, 2023, through September 30, 2024. The Procurement Method used is Emergency as the item will not go forth for Commission approval until October 18, 2023.

DocuSigned by:

*George R. Keller Jr., CPPT*

9/27/2023

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APPROVED BY: George R. Keller, Jr. CPPT  
City Manager

Date:

Attachments: 23-24 COH Renewal Proposal inclusive of Carrier Quotes