

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO ISSUE AN AGENT OF RECORD LETTER ON BEHALF OF THE CITY TO THE HIGHEST RANKED PROPOSER, AON RISK SERVICES, INC. TO PROVIDE BROKERAGE SERVICES FOR PROPERTY, AUTO, GENERAL LIABILITY AND WORKERS COMPENSATION INSURANCE FOR A PERIOD OF THREE YEARS, WITH AN OPTION TO RENEW FOR TWO ADDITIONAL ONE-YEAR PERIODS IN AN ANNUAL AMOUNT NOT TO EXCEED \$151,875.00.

WHEREAS, the Department of Human Resources desires to provide property, liability and workers compensation insurance to ensure the City is sufficiently covered against damages and loss; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s), after due public notice inviting bids or proposals; and

WHEREAS, on March 14, 2023, Request for Proposals Number RFP-060-23-WV (“RFP”) was electronically advertised on OpenGov.com to solicit Insurance Broker Services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the RFP resulted in proposals from the following six firms by the response due date:

- Alliant Insurance Services, Inc. (Miami, Florida)
- Aon Risk Services, Inc. (Miami, Florida)
- Arthur J. Gallagher Risk Management Services, LLC (Miami, Florida)
- McGriff Insurance Services, Inc. (Tampa, Florida)
- Risk Management Associates, Inc. (Daytona Beach, Florida)
- RSC Insurance Brokerage, Inc. (Palm Beach Gardens, Florida) ; and

WHEREAS, on May 2, 2023, a selection committee (“Selection Committee”) met to evaluate and rank the proposals based upon the approved evaluation criteria established in the RFP including: Profile of Proposer, Proposers’ Qualifications, Project Understanding, Proposed Approach and Methodology, Services Offered, and Proposers’ Fee Schedule (“Evaluation Criteria”); and

WHEREAS, based on the Evaluation Criteria, the Selection Committee evaluated the six proposals, and the scores were compiled to arrive at the following rankings, with the highest score being the highest ranked:

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|----|---|-----------|
| 1. | Aon Risk Services, Inc.                           | 97 Points |
| 2. | Risk Management Associates, Inc.                  | 95 Points |
| 3. | RSC Insurance Brokerage, Inc.                     | 91 Points |
| 4. | Alliant Insurance Services, Inc.                  | 83 Points |
| 5. | McGriff Insurance Services, Inc.                  | 79 Points |
| 6. | Arthur J. Gallagher Risk Management Services, LLC | 76 Points |
- ; and

WHEREAS, the Selection Committee recommends the City Commission authorize the negotiation and execution of an Agent of Record Letter with the highest ranked firm, Aon Risk Services, Inc., for a term of three years with an option to renew for two additional one-year periods to provide Brokerage Services for property, liability and workers compensation insurance; and

WHEREAS, on May 2, 2023, a Notice of Intent to Award was posted on the City's website and on OpenGov.com, which resulted in a protest from the law firm of Becker & Poliakoff on behalf of Risk Management Associates, Inc.; and

WHEREAS, pursuant to protest procedures in Section 38.52 of the Procurement Code, a Protest Committee reviewed the protest and all associated documents in their entirety, and determined that the protest was without merit, and therefore, award to the top ranked firm shall proceed as recommended by the Selection Committee; and

WHEREAS, funding to provide brokerage services for property, auto, general liability and workers compensation insurance is available in account number 558.112006.51900.591910.000000.000.000 (General Liability).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves the ranking of the firms as follows:

1. Aon Risk Services, Inc.
2. Risk Management Associates, Inc.
3. RSC Insurance Brokerage, Inc.
4. Alliant Insurance Services, Inc.
5. McGriff Insurance Services, Inc.
6. Arthur J. Gallagher Risk Management Services, LLC.

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Section 3: That it authorizes the appropriate City officials to negotiate and execute an Agent of Record Letter with Aon Risk Services, Inc., in a form acceptable to the City Manager and approved as to form by the City Attorney.

Section 4: That if appropriate City officials are unable to negotiate an Agent of Record Letter with the highest ranked firm, they are authorized to terminate negotiations with that firm and proceed to negotiate and execute an Agent of Record Letter with the next highest ranked firm(s), in order, until an agreement is reached.

Section 5: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
JOSH LEVY, MAYOR

ATTEST:

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PATRICIA A. CERNY, MMC  
CITY CLERK

APPROVED AS TO FORM:

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DOUGLAS R. GONZALES  
CITY ATTORNEY