

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AGREEMENTS WITH QUALIFIED VENDORS IN RANKED ORDER FOR RESIDENTIAL PROPERTY INSURANCE BROKER SERVICES FOR A COMBINED ANNUAL AMOUNT UP TO \$150,000.00 FOR A TERM OF THREE YEARS.

WHEREAS, the Division of Community Development desires to pre-qualify multiple vendors to provide residential property insurance broker services to enable low-to-moderate income (“LMI”) homeowners within the City to have acceptable property insurance to participate in the City’s Housing Rehabilitation and Neighborhood Pride programs; and

WHEREAS, approval of this vendor list will aid the Community Development Division by including the cost of an annual Builder’s Risk property insurance to meet the criteria set forth in City Housing policies; and

WHEREAS, Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000.00, 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 July 3, 2023, Request for Qualifications Number RFQ-094-23-SK (“RFQ”) was electronically advertised on OpenGov.com to solicit the desired vendors to provide residential property insurance broker services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the following three vendors submitted Statements of Qualifications (“SOQs”) in response to the RFQ by the submittal due date of August 2, 2023:

1. MAD INSURANCE, INC.
2. ABSTRACT INSURANCE AGENCY, INC.
3. J&J INSURANCE ASSOCIATES ; and

WHEREAS, on August 24, 2023, a Selection Committee met to evaluate and rank the SOQs based upon the following approved Evaluation Criteria established in the RFQ: Experience; Project Understanding and Approach; References and Reviews; Minority, Veteran, and Woman-Owned Business, and Location of Firm’s Office; and

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

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|------------------------------------|-----------|-------|
| 1. MAD INSURANCE, INC. | 93 Points | |
| 2. ABSTRACT INSURANCE AGENCY, INC. | 80 Points | |
| 3. J&J INSURANCE ASSOCIATES | 53 Points | ; and |

WHEREAS, the Selection Committee recommends that the City Commission authorize the negotiation and execution of agreements with all three qualified vendors to provide residential property insurance broker services, on an as-needed basis, for a combined annual amount up to \$150,000.00 over a three-year term; and

WHEREAS, funding for the agreements was included in the amended FY 2024 Capital Improvement Plan, and is available in account number(s) 115.160101.55400.592020.001395.000.000, 116.160502.51900.592020.001247.000.000, and 164.160301.55400.592020.001401.000.000.

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 authorizes the appropriate City officials to negotiate and execute agreements with all three qualified vendors to provide residential property insurance broker services, on an as-needed basis, for a combined annual amount up to \$150,000.00 over a three-year term, in a form acceptable to the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

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PASSED AND ADOPTED this _____ day of _____, 2023.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:

DOUGLAS R. GONZALES
CITY ATTORNEY