

July 11, 2018

MOTION

I hereby move that the following motion be approved:

18-08. In accordance with Rule 2, Election of Officers, of the Public Utility Board RULES FOR ORDER OF BUSINESS, that Woodrow E. Jones, Jr., Karen Larkin, and Bryan Flint be nominated and elected Chair, Vice-Chair, and Secretary respectively.



RESOLUTION NO. U-11018

1 A RESOLUTION related to the purchase of materials, supplies, equipment
2 and the furnishing of services; authorizing the City officials to enter into
3 contracts and, where specified, waive competitive bidding requirements,
4 authorize sale of surplus property, or increase or extend existing
agreements.

5 WHEREAS the City of Tacoma, Department of Public Utilities, requested
6 bids/proposals for the purchase of certain materials, supplies, equipment and/or
7 the furnishing of certain services, or proposes to purchase off an agreement
8 previously competitively bid and entered into by another governmental entity, or
9 for the sales of surplus, or desires to increase and/or extend an existing
10 agreement, all as explained by the attached Exhibit "A," which by this reference
11 is incorporated herein, and
12

13 WHEREAS in response thereto, bids/proposals (or prices from another
14 governmental agreement) were received, all as evidenced by Exhibit "A," and

15 WHEREAS the Board of Contracts and Awards and/or the requesting
16 division have heretofore made their recommendations, which may include
17 waiver of the formal competitive bid process because it was not practicable to
18 follow said process, or because the purchase is from a single source, or there is
19 an emergency that requires such waiver, and/or waiver of minor deviations, and
20 in the case of sale of surplus, a declaration of surplus has been made certifying
21 that said items are no longer essential for continued effective utility service, as
22 explained in Exhibit "A," and
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WHEREAS the Director requests authorization, pursuant to

TMC 1.06.269 A, to amend contract amounts up to \$200,000 and to approve term extensions and renewals for all items contained in Exhibit "A;" Now, therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

That the Public Utility Board of the City of Tacoma hereby concurs and approves the recommendations of the Board of Contracts and Awards and/or the requesting division, and approves, as appropriate: (1) the purchase and/or furnishing of those materials, supplies, equipment or services recommended for acceptance; (2) the sale of surplus materials, supplies or equipment recommended for acceptance; (3) the Interlocal agreement that authorizes purchase off another governmental entity's contract; (4) the increase and/or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process and/or waiver of minor deviations, all as set forth on Exhibit "A," and authorizes the execution, delivery and implementation of appropriate notices, contracts and documents by the proper officers of the City for said transactions, and (5) the administrative authority of the Director, per TMC 1.06.269 A., to amend contract amounts up to \$200,000 and to approve term extensions and contract renewals for all items in Exhibit "A."

Approved as to form and legality:


Chief Deputy City Attorney

Clerk

Chair

Secretary

Adopted _____

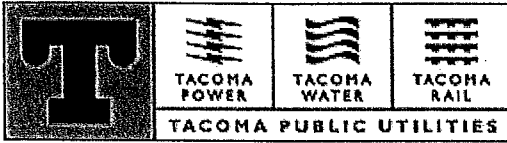


EXHIBIT "A"

RESOLUTION NO.: U-11018

ITEM NO.: #1

MEETING DATE: JULY 11, 2018

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Finance Department
Saada Gegoux, Risk Manager, Finance Department
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,
City Clerk, SBE Coordinator, LEAP Coordinator, and Jessica Tonka,
Finance/Purchasing
SUBJECT: Property and Casualty Insurance Broker Services
Request for Proposals Specification No. DOC1217978510 – July 11, 2018
DATE: June 28, 2018

RECOMMENDATION SUMMARY:

Risk Management/Finance recommends a contract be awarded to Brown & Brown of Washington, Inc., Tacoma, WA, for Property and Casualty Insurance Broker Services, in the amount of \$425,000, plus any applicable taxes, for a contract term of five years.

BACKGROUND:

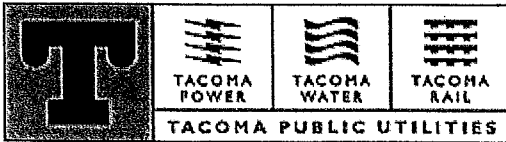
ISSUE: This contract will provide the marketing of property and casualty insurance and evaluation of insurers. It also covers property and casualty broker services to meet the needs of both General Government and Tacoma Public Utilities. This contract will offer risk management services in selected areas where the City currently does not provide such services internally due to lack of resources.

ALTERNATIVES: Failure to have an insurance broker will result in an increased risk of financial exposure to the City of Tacoma.

COMPETITIVE SOLICITATION:

Request for Proposals Specification No. DOC1217978510 was opened April 3, 2018. Ninety-five companies were invited to bid in addition to normal advertising of the project. Five submittals were received. A selection advisory committee (SAC) comprised of five City employees evaluated the proposals using the following categories and weights:

- Qualifications/Experience of Firm – 25%
- Proposed Services – 25%
- Proposal Rates – 35%
- Organization Structure and Key Personnel – 10%
- Small Business Enterprise (SBE) / Minority and Women's Business Enterprise (MWBE) – 5%



The SAC scored and ranked the proposals as shown below. Brown and Brown of Washington, Inc. was ranked the highest and is recommended for award.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
Brown & Brown of Washington, Inc.	Tacoma, WA	89
Arthur J Gallagher Risk Management Services, Inc.	Tacoma, WA	79.2
Bratrud Middleton Insurance Brokers, Inc.	Tacoma, WA	69.4
Alliant Insurance Services, Inc.	Seattle, WA	42.8
Willis of Seattle, Inc.	Seattle, WA	40.7

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Not applicable.

SBE/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
GG Self Insurance Fund 5550	80009061	5415000	\$233,750
TPU Self Insurance Fund 4800	599000	5415000	\$191,250
TOTAL			\$425,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
GG Self Insurance Fund 5550	822000	4342980	\$233,750
TPU Self Insurance Fund 4800	599000	4360005	\$191,250
TOTAL			\$425,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$42,500

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

Linda McCrea

Linda McCrea
Interim Director of Utilities

July 11, 2018

MOTION

I hereby move that the following motion be approved:

18-09. That upon concurrence by the City Council, the Interim Director of Utilities is hereby authorized to settle the claim of Milgard Vinyl Extrusion, Claim #L-019-18, in the amount of \$74,170.