

# TOWN OF DAVIE

## Town Council Agenda Report

**TO:** Mayor and Councilmembers

**FROM/PHONE:** MARK ALAN, Human Resources Management Director, 797-1169

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA SELECTING THE FIRM OF MARSH USA, INC. FOR BROKER OF RECORD SERVICES AND AUTHORIZING THE HUMAN RESOURCES MANAGEMENT DIRECTOR TO EXECUTE A BROKER OF RECORD SERVICES AGREEMENT PROVIDING FOR CONSULTING, MARKETING, AND INSURANCE PLACEMENT SERVICES.

**REPORT IN BRIEF:** A competitive proposal process was followed. The Town sent out specifications with a Request For Letters Of Interest to nine (9) prospective bidders. Additionally, the bid was advertised state-wide in Florida Bid Reporting, nationally in BidNet, and was posted on the Town's web site. The Town received four (4) bid responses. The recommendation is for Marsh USA, Inc. who is the highest ranking firm to provide the required services.

**CURRENT SYSTEM:** The Town currently places all major property casualty insurance coverages with the Florida Municipal Insurance Trust. This method of obtaining insurance has been followed for at least twelve years. Existing Town of Davie Ordinances require that the Town seek competitive insurance bids at least every five (5) years and the Town should now seek such competitive placement of property and casualty insurance coverages.

**PREVIOUS ACTION:** Not Applicable.

**CONCURRENCES:** The Selection Committee recommended and concurs with the decision to award to Marsh USA, Inc.

**FISCAL IMPACT:** Has the request been budgeted? Not Applicable

If yes, expected cost: No direct cost to the Town.

Account Name: Not Applicable.

**RECOMMENDATION(S):** Motion to approve the resolution.

**Attachment(s):** Resolution,

- A. PROCUREMENT AUTHORIZATION.
- B. Selection Committee Rankings.

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

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA SELECTING THE FIRM OF MARSH USA, INC. FOR BROKER OF RECORD SERVICES AND AUTHORIZING THE HUMAN RESOURCES MANAGEMENT DIRECTOR TO EXECUTE AN BROKER OF RECORD SERVICES AGREEMENT PROVIDING FOR CONSULTING, MARKETING, AND INSURANCE PLACEMENT SERVICES.

WHEREAS, The Town of Davie is in need of the services of a professional insurance Broker to market the Town of Davie to the insurance industry for the purpose of obtaining competitive Property & Casualty insurance pricing; and

WHEREAS, The Town of Davie has solicited sealed Letters of Interest for such service; and

WHEREAS, The Selection Committee has selected Marsh USA, Inc. as the firm best qualified to provide the required service; and

WHEREAS, It is in the Town's best interest to execute an agreement for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council does hereby accept the selection of Marsh USA, Inc. as the firm best qualified to provide Insurance Broker of Record Service and authorizes the Human Resources Management Director to execute an agreement for such service.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2002

\_\_\_\_\_  
MAYOR / COUNCILMEMBER

Attest:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2002

# TOWN OF DAVIE PROCUREMENT AUTHORIZATION

**ACCOUNT NUMBER:** N/A      **BUDGET ITEM & DESCRIPTION:** See attached list of items that might be affected by this.      **APPROXIMATE COST:** N/A

**METHOD OF PROCUREMENT (check the one that applies)**

- Open Competitive Bidding
- Piggyback on Contract Number
- Sole Source
- Request For Proposals Letters of Interest

**SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED**

Signed Mark Alan  
Department Head

Have Funds been Reserved None Required

Date 07/02/02 Signed [Signature]

Signed \_\_\_\_\_  
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>

Signed \_\_\_\_\_  
Procurement Manager

<u>Vendor</u>	<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>
	<u>Cost</u>

Signed \_\_\_\_\_  
Town Administrator

+  
Attachment "A"

	1	2	3	4	5
1	<b>INSURANCE BROKER OF RECORD</b>				
2					
3					
4					
5					
6	<b>COMMITTEE MEMBER</b>	<b>E.M.</b>	<b>RISK</b>	<b>MARSH</b>	<b>ARTHUR J.</b>
7		<b>MC CREARY</b>	<b>MANAGEMENT</b>		<b>GALLAGHER</b>
8	C. MENKE	4	3	2	1
9	R. MUNIZ	4	3	1	2
10	B. BERNARD	4	3	2	1
11	K. COHEN	Absent	Absent	Absent	Absent
12	M. ALAN	4	3	1	2
13	D. LUTZKE	4	3	1	2
14	H. HYMAN	Absent	Absent	Absent	Absent
15					
16					
17	<b>TOTAL</b>	20	15	7	8
18					
19	<b>RANKING</b>	3rd	4th	1st	2nd
20					

Attachment "B"

