

EWEB Board Consent Calendar Request

For Contract Awards, Renewals, and Increases

The Board is being asked to approve a new contract with **Marsh USA, Inc.** for **commercial insurance broker services.**

Board Meeting Date: September 17, 2013
Project Name/Contract#: Commercial Insurance Broker Services/RFP #032-2013
Primary Contact: Cathy Bloom Ext. 7150
Secondary Contact: Roger Gray Ext. 7130
Purchasing Contact: Cheryl Golbek Ext. 7389

Action Requested:

Contract Award
 Contract Renewal
 Contract Increase
 Other

Contract Amount:

Original Contract Amount: \$214,000 (five years)
Additional \$ Previously Approved: \$ N/A
Invoices over last approval: \$ N/A
Percentage over last approval: 0%
Amount this Request: \$214,000
Resulting Cumulative Total: \$214,000 (five years)

Funding Source:

Budget
 Reserves
 New Revenue
 Bonding
 Other

Contracting Method:

Method of Solicitation: Formal Request for Proposal
If applicable, basis for exemption: N/A
Term of Agreement: September 18, 2013 through September 17, 2018
Option to Renew? No.
Approval for purchases "as needed" for the life of the contract Yes

Form of Contract:

Single Purchase
 Services
 Personal Services
 Construction
 IGA
 Price Agreement
 Other

NARRATIVE:

The Board is being asked to approve a new contract with **Marsh USA, Inc.** for **commercial insurance broker services.**

Insurance services are exempt from public contracting law. However, to insure receiving the best value for these services, staff issued a formal RFP in July 2013 to solicit for a new contract for commercial insurance broker services. Seven (7) proposals were received and after evaluation, Marsh USA, Inc. of Portland, Oregon was determined to be the highest ranked proposer after weighing all selection criteria. Marsh is EWEB's current insurance broker.

The services to be performed under this Contract, if approved, will include marketing and administering the utility's commercial insurance portfolio and providing other services related to insurance and risk management. The total amount for five (5) years is estimated to be \$214,000.

ACTION REQUESTED:

Management requests Board approve a new contract with **Marsh USA, Inc.** for **commercial insurance broker services.** Funds for these services were budgeted for 2013 and will be budgeted annually.

SIGNATURES:

Project Coordinator: _____

Manager: _____

Purchasing Manager: _____

General Manager: _____

Board Approval Date: _____

Secretary/Assistant Secretary verification: _____