

## MEMORANDUM

Purchasing #17-066  
February 16, 2017

To: Dennis W. Beach, City Manager  
Through: Otis J. Thomas, General Services Director  
From: Cassandra LeMasurier, Purchasing Supervisor  
Subject: Award Bid L-22-16, Excess Insurance

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### Contract Need/Background

Bid L-22-17 was issued to obtain bids from firms to provide property insurance, boiler and machinery and excess general liability, automobile, worker's compensation and public officials coverage for the City. Bid award is recommended to the lowest and single responsive and responsible bidder.

Attached you will find copies of a memorandum and the bid award recommendation form submitted by the Risk Management Department, and copies of the bid tabulation, and bid solicitation document.

### Bidders List

The Bidders List was created by using companies suggested by the requesting department, companies that have responded to prior bids and companies that have registered as bidders.

Number of firms submitting bids.....2  
Number of firms submitted responsive bids .....1

### Advertising

The Bid was advertised in the Sun Sentinel, and notices were sent to bid notice agencies throughout the nation. The bid package was also posted on the City's eBid System for download by interested firms and sent to all registered bidders by email.

### Funding

The contract will be funded from budgeted funds in account 506-5520-596.45-85 Risk Management Fund/Other Insurance Premiums.

### Market Research

The General Services Department conducted outreach to two (2) local Pompano Beach insurance companies to inform them of the solicitation.

### Award Recommendation

After reviewing the responses to this bid with the Risk Management Department it is recommended the award for L-22-17 be made to the lowest and single responsive, responsible bidder Arthur J. Gallagher Risk Management Services, Inc. in the amount of \$918,287.00 for the bid.

Enclosures  
cc: file