

# Kenai Peninsula Borough Purchasing & Contracting

## MEMORANDUM

**TO:** Peter A. Micciche, Borough Mayor

**THRU:** John Hedges, Purchasing & Contracting Director *JH*

**FROM:** Sovala Kisena, Risk Manager *SK*

**DATE:** December 23, 2024

**RE:** Authorization to Award a Contract for RFP25-015 Insurance Broker & Consultation Services

On October 23, 2024 the Kenai Peninsula Borough (KPB) Risk Management Department formally solicited proposals for RFP25-015 Insurance Broker & Consultation Services. The request for proposals was advertised on the Bid Express from October 23, 2024 through November 20, 2024.

The project consists of providing a comprehensive insurance brokerage and consultation services.

On the due date of November 20, 2024, three (3) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>LOCATION</u>	<u>TOTAL SCORE</u>
Combs Insurance Agency, Inc.	Palmer, Alaska	346
Arthur J. Gallagher Risk Management Services, LLC	Bellevue, Washington	334
Marsh McLennan Agency, LLC	Anchorage, Alaska	222

The highest-ranking proposal, which includes a cost factor, was submitted by Combs Insurance Agency, Inc. with a lump sum cost proposal of \$80,000. The proposal review committee recommends award of a contract to Combs Insurance Agency, Inc., Palmer, Alaska. Your approval for this award is hereby requested.

Funding of this contract will be charged to account number 700.11234.00000.43011 for \$40,000 in FY25 and 700.00000.00000.15125 for \$40,000 in FY26.



Peter A. Micciche, Mayor

12/26/2024

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No. <u>700.11234.00000.43011</u>	<u>\$40,000</u> FY25
	<u>700.00000.00000.15125</u> <u>\$40,000</u> FY26
Amount: <u>\$80,000.00</u>	
By: <u>CJ SD for BH</u>	Date: <u>12/23/2024</u>
NOTES: FY26 contingent upon Assembly Appropriation.	
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