



KENAI PENINSULA BOROUGH

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MIKE NAVARRE
BOROUGH MAYOR

MEMORANDUM

TO: Dale Bagley, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *P.O. for M.N.*

FROM: Colette Thompson, Borough Attorney *CT*
Mark Fowler, Purchasing and Contracting Director *M.F.*
Tim Bryner, Risk Manager *TB*

DATE: January 9, 2015

SUBJECT: Resolution 2015-006 A Resolution Ratifying a Contract for the Insurance Broker of Record (Mayor)

A request for proposal for an insurance broker of record was issued by the Purchasing and Contracting Department with proposals due December 3, 2014. Seven proposals were received and ranked by a review committee. Marsh & McLennan LLC submitted the highest ranking proposal which included a lump sum annual cost proposal of \$58,300.

The prior contract for broker services expired December 31, 2014 and the administration prepared this contract to be effective January 1, 2015. However, KPB 2.34.110(D) provides that contracts for general broker services of a year or longer are subject to assembly approval. This is a unique code provision and is located in the Risk Management chapter of the code instead of the Procurement and Purchasing chapter. Due to an oversight the administration did not submit this contract to the assembly for approval before it was signed.

Accordingly, the administration respectfully requests that the assembly approve and ratify the accompanying signed contract for general broker services with Marsh & McLennan, LLC. Please note there are numerous contract attachments listed in Section 2 of the contract that are not included due to their length, but are available for review in the clerk's office. If the assembly does not ratify the agreement it will be terminated and the administration will conduct another formal solicitation of proposals. Your favorable consideration would be appreciated.

FY16 expenses are subject to Assembly approval of FY 16 budget

FINANCE DEPARTMENT - ACCOUNT / FUNDS VERIFIED			
		FY15	FY16
	700.11236.43011	\$ 7,575.00	\$ 7,575.00
	700.11237.43011	\$14,575.00	\$14,575.00
Acct. No.	700.11238.43011	\$ 7,575.00	\$ 7,575.00
Amount	<u>\$58,300</u>		
By:	<i>PP</i>		Date: <u>1/9/15</u>
	<i>PP for CEE</i>		