



	Approved	Denied
Date Action Taken:	4/11/11	
Other:		
Verified by:	<i>[Signature]</i>	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 11-08

TITLE: AUTHORIZATION TO EXTEND ONE ADDITIONAL TERM OF THREE YEARS AND AWARD CONTRACT FOR INSURANCE BROKER SERVICES AND EMPLOYEE BENEFITS CONSULTING AND BROKERAGE SERVICES TO COMBS INSURANCE AGENCY, INC., IN THE AMOUNT OF \$186,000.

Agenda of: April 11, 2011

Date: March 25, 2011

Originator: Troy Tankersley, Finance Director

Route to:	Department	Signature/Date
X	Director of Public Works	<i>[Signature]</i> 3/29/11
X	Chief of Police	<i>Gene Belden</i>
X	Finance Director	<i>[Signature]</i>
X	Interim Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY MAYOR VERNE E. RUPRIGHT: *[Signature]*

FISCAL IMPACT: yes \$186,000 or no Funds Available yes no

Account name/number: Various 50-20 Insurance
001-4990-499-80-91 Insurance Deduct/Broker

Attachments: N/A

SUMMARY STATEMENT: In accordance with WMC 5.08.120, on December 4, 2007, the City issued Request for Proposal 0651-0-2007/WM for Insurance Brokerage Services (property, liability, automobile and workers compensation). Council adopted AM No. 08-25 on April 28, 2008, which provided a 3-year contract to Combs Insurance Agency, Inc., to expire June 30, 2011.

Additionally, on March 7, 2008, the City issued Request for Proposal 0693-0-2008/WM for Employee Benefits Consulting and Brokerage Services. The objective is to seek a

broker that will seek the best benefits and rates for the City, and serve as an independent focal point for all employee benefits and health insurance related matters. Council adopted AM No. 08-26 on April 28, 2008, which provided a 3-year contract to Combs Insurance Agency, Inc. to expire June 30, 2011.

Each contract provides the allowance for the City to extend each contract for a period not to exceed (1) additional 3-year term.

The following 3-year broker service fee schedule is as follows:

	Insurance Broker Services	Employee Benefits- Consulting and Brokerage Services	Total
FY2012	\$ 26,000	\$ 36,000	\$ 62,000
FY2013	\$ 26,000	\$ 36,000	\$ 62,000
FY2014	\$ 26,000	\$ 36,000	\$ 62,000
Totals	\$ 78,000	\$108,000	\$186,000

STAFF RECOMMENDATION: Approve the award and extension of 1 additional three-year contract for Insurance Broker Services and Employee Benefits-Consulting and Brokerage Services to Combs Insurance Agency, Inc., effective July 1, 2011. The City may terminate this contract, and Combs Insurance Agency waives any and all claims(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the funding from City, State, and/or federal sources is not appropriated or is withdrawn, limited, or impaired.