



COMMISSIONERS COURT
COMMUNICATION

REFERENCE NUMBER

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DATE: 11/07/2017

SUBJECT: **RFP NO. 2017-160 - MASTER PROPERTY/BOILER MACHINERY INSURANCE - BUDGET/RISK MANAGEMENT - HIGGINBOTHAM INSURANCE AGENCY/THE TRAVELERS LLOYDS INSURANCE COMPANY - \$547,322.00 ESTIMATED ANNUAL PREMIUM**

COMMISSIONERS COURT ACTION REQUESTED:

It is requested that the Commissioners Court award RFP No. 2017-160, Master Property/Boiler Machinery Insurance, for Budget/Risk Management, to Higginbotham Insurance Agency/The Travelers Lloyds Insurance Company with the \$250,000.00 per occurrence all perils deductible and the \$500,000.00 wind storm and hail deductible for an estimated annual premium for \$547,322.00 at the rate of \$0.07 per \$100.00 worth of values.

BACKGROUND:

Notice of the County's intent to bid was advertised in local newspapers, as required by State statute, and posted on the Internet, the Arlington Black Chamber of Commerce, the Fort Worth Hispanic Chamber of Commerce, the Fort Worth Metropolitan Black Chamber of Commerce, and the Tarrant County Asian American Chamber of Commerce. Two hundred thirty-five (235) vendors were contacted and requested to participate in this proposal process. All documents pertaining to this RFP were posted on the Tarrant County website and were downloaded by interested parties. A pre-proposal conference held on August 23, 2017 was attended by one (1) vendor as well as representatives from Budget/Risk Management and Purchasing. Two (2) proposals and one (1) no bid were received.

Proposals were evaluated by Budget/Risk Management, the Risk Management Board, and Purchasing representatives. The proposal received from McGriff Seibels & Williams was deemed non-responsive for failure to meet specifications because they did not meet the \$600,000,000.00 limit as required. Recommendation of award was presented to the Budget/Risk Management Board and approved on October 11, 2017.

The term of the contract is twelve (12) months, effective December 1, 2017, with three (3) options for renewal periods of twelve (12) months each.

SUBMITTED BY: Purchasing

PREPARED BY: Rita C. Pauley, CPO

APPROVED BY:



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Therefore, it is the joint recommendation of Budget/Risk Management, the Risk Management Board, and Purchasing that RFP No. 2017-160, Master Property/Boiler Machinery Insurance, be awarded to Higginbotham Insurance Agency/The Travelers Lloyds Insurance Company with the \$250,000.00 per occurrence all other perils deductible and the \$500,000.00 wind storm and hail deductible for an estimated annual premium for \$547,322.00 at a rate of \$0.07 per \$100.00 worth of value.

FISCAL IMPACT:

Estimated first year annual premium of \$547,322.00 is available in the following accounts:

\$518,302.00 – 575011/10000-2018/1140100000;
\$ 28,020.00 575011/51100-2018/3420100000; and
\$ 1,000.00 575011/24100-2018/4860100000.