



**Interoffice Memorandum**

March 13, 2017

**TO:** Mayor Teresa Jacobs  
and the Board of County Commissioners

**FROM:** Carrie Woodell, Manager, Procurement Division

**CONTACT:** John Petrelli, Director, Risk Management and Professional Standards Division  
407-836-9640

**SUBJECT:** Approval to Purchase the Renewals of All Lines of Commercial Insurance Coverage Contract Y15-192

**ACTION REQUESTED:**

Approval to Purchase the Renewals of All Lines of Commercial Coverage (as outlined below) for the County's Commercial Insurance Program under Contract Y15-192, Insurance Broker and Consultant Services, for premiums not-to-exceed **\$4,890,800**.

**PROCUREMENT:**

To purchase renewal policies of all-lines of commercial insurance for the Board of County Commissioners, Clerk of the Circuit and County Courts, Property Appraiser, Tax Collector, Comptroller, Supervisor of Elections, and the Orange Blossom Trail Development Board (workers' compensation only).

- Commercial Property Program \$ 4,000,000  
Includes Stand-alone Terrorism, Boiler & Machinery and Vehicle and Mobile Equipment Policies
- Excess Public Entity Liability \$ 510,000
- Cyber Liability & Extortion \$ 112,000
- Commercial Crime & Public Officials Bonds \$ 15,000
- Vendor Liability Programs\*\* \$ 5,000
- Neighborhood Services Grants- Liability\*\*\* \$ 13,000
- Corporate Counsel \$ 18,000
- Corrections AD&D and Med Pay Policies \$ 12,800
- Broker's Fee \$ 205,000

**FUNDING:**

\*The premium for the Corrections AD&D policies is paid from the General Fund

\*\* The premium for the Vendor policies is paid by the vendor and is collected annually from Parks and Recreation Division.

\*\*\* The premium for the Neighborhood Services grant is paid from the General Fund.

Arthur J. Gallagher will serve as agent with insurers as yet to be determined for policies with effective dates of April 1, 2017 through March 31, 2018. Funds are available in account 5510-025-0328-3350.

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Approval to Purchase the Renewals of All Lines of Commercial Insurance Coverage,  
Contract Y15-192

**APPROVAL:**

The Risk Management Committee and the Risk Management Division concur with this recommendation.

**DISCUSSION:**

The Board selected Arthur J. Gallagher & Co. on June 30, 2015, to provide insurance broker and consultant services to the County for an initial 36-month contract with two optional one-year renewals. This particular request for Board approval will allow Risk Management and Arthur J. Gallagher & Co. to participate in ongoing negotiations with insurance carriers up to March 31, 2018, to achieve optimum coverage and pricing.

The Risk Management Committee has given their approval of the not-to-exceed amount of **\$4,890,800** of premium (in accordance with the intergovernmental self-insurance agreement adopted by the Board on August 6, 1997).

The requested not-to-exceed amount represents a \$9,500 decrease in the authority requested for the previous policy year.