



## CITY MANAGER'S OFFICE MEMORANDUM

**To:** Bob Vitas, City Manager  
**From:** Mark Z. Finigan, Assistant City Manager  
**Date:** August 18, 2013  
**Subject:** Renewal of 2013-2014 Property & Casualty Insurance Brokerage Services

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### **ACTION STATEMENT:**

Request the City Commission approve and extend the broker services of existing broker, Brown & Brown - Public Risk Insurance Agency (PRIA) for the policy period of 10/01/2013 – 10/01/2014 in accordance with the Request for Proposal published in April 2009: *“It is the intent of the City to purchase coverages from the successful proposer for a period of one (1) year and to renew the coverages with the successful proposer for four (4) additional years at the sole option of the City.”*

### **BACKGROUND:**

On September 15, 2009 the City Commission adopted Resolution No. 09-247 authorizing the acceptance of PRIA's proposal for the City's Property & Casualty insurance program for policy year 2009/2010 as well as recognizing PRIA as the Agent/Broker for two (2) successive policy years, specifically 2010/2011 and 2011/2012. On the 2<sup>nd</sup> of May 2012 the City Commission adopted Resolution 12-139 recognizing PRIA as the Agent/Broker for the policy period of 10/01/2012 – 10/01/2013. The intent of the RFP was to provide the City the opportunity to re-evaluate the services provided by PRIA and to exercise its option for renewal in subsequent policy periods based on their performance. Policy Year 2013-14 represents the final one year period that can be exercised by the City pursuant to Resolution No. 09-246 and RFP 09-011. It is the intent of the City to rebid insurance broker services for Fiscal Year 2014-15 and possibly beyond.

### **Services Provided by PRIA**

In addition to the enhancements in our insurance program PRIA has provided and continues to provide excellent, personalized service:

### **Agency/Broker Services Provided:**

- Service Team Professionals have no less than 20 years insurance experience
- PRIA – 100% focused in Florida's public entities
- Florida-based company with geographic familiarity with the City of Key West
- Marine expertise
- In-depth review of property schedule including assistance in risk analysis and property appraisal implementation
- Contractual risk transfer advise
- National Flood Insurance Program – Flood Audit completed
- Legislative updates

**Loss Control Services Provided:**

- Site Inspections
- On-Site Supervisory Training
- On-Site Operational Survey
- E-learning resources & Training resources to include DVD's, posters, checklists
- Seminars and Webinars on issues of current topic

**FINANCIAL IMPACT:**

Since taking over the program in October of 2009 PRIA has assisted the City in a continuous refinement of its insurance program by providing superior property coverage, including higher available wind & flood limits. Working together, the City has identified significant exposures, assessed and updated property values and broadened coverage with a yield of lower and stabilized premiums.

**RECOMMENDATION:**

Request the City Commission to extend the City's Broker of Record agreement with PRIA for the renewal period of 2013-2014 as allowed for in the RFP No. 09-010.