

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE SELECTION COMMITTEE RANKING OF THE RESPONSES TO REQUEST FOR PROPOSALS (RFP) NO. 22-004 FOR THIRD PARTY CLAIMS ADMINISTRATION SERVICES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH THE HIGHEST-RANKED PROPOSER, RELATION SERVICES OF FLORIDA, IN CONFORMANCE WITH THE RFP DOCUMENTS, AND UPON ADVICE AND CONSENT OF THE CITY ATTORNEY, FOR THREE POLICY YEARS (10/1/2022-9/30/2025) IN AN AMOUNT OF UP TO \$45,000.00 PER YEAR (\$135,000.00 OVER THREE POLICY YEARS), WITH AN OPTION TO RENEW THE AGREEMENT ON AN ANNUAL BASIS FOR UP TO TWO ADDITIONAL POLICY YEARS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Proposals for Third Party Claims Administration, capable of providing services set forth in RFP No. 22-004; and

WHEREAS, on August 10, 2022, the City Clerk opened three proposals, and at a public meeting on August 24, 2022, a ranking committee comprised of City staff and local experts ranked the responses to the RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF
THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: That the responses to RFP No. 22-004 for
Third Party Claim Administration Services are hereby ranked
by the selection committee, and approved by the City
Commission as follows:

- (1) Relation Insurance Services of Florida
- (2) Gallagher Bassett
- (3) PMA Management Corp

Section 2: That the City Manager is authorized to
negotiate and execute a contract with the top-ranked company,
Relation Insurance Services of Florida, for three policy
years (October 1, 2022-September 30, 2025), with an option
for up to two one-year renewals, in substantial conformance
with documents in the RFP response, upon advice and consent
of the City Attorney.

Section 3: Adequate funds for the FY 2022-23 policy
year, in the amount of up to \$45,000.00, are budgeted for
Third Party Claim Administration in budget accounts 502-1952-
519-3100 (Liability Insurance) and 502-1953-519-3100
(Workers' Compensation).

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this _____ day of _____, 2022.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2022.

Filed with the Clerk on _____, 2022.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Gregory Davila	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK