RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING ONE (1) POLICY-YEAR RENEWAL TO THE CITY'S CURRENT AGREEMENT WITH RELATION INSURANCE SERVICES OF FLORIDA, INC. TO PROVIDE THIRD PARTY CLAIMS ADMINISTRATION SERVICES FOR POLICY YEAR 2025/2026 (10/1/2025-9/30/2026) PURSUANT TO SECTION V. OF THE CURRENT AGREEMENT WHICH PROVIDES THE CITY THE OPTION TO EXERCISE TWO (2) ONE (1) POLICY-YEAR RENEWALS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY RELATED DOCUMENTS AND BUDGET TRANSFERS/APPROVALS, WITH THE APPROVAL OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on September 20, 2022, pursuant to the City's Request for Proposals for Third Party Claims Administration Services (RFP 22-004) and the recommendation of the RFP Evaluation Committee, the City Commission adopted Resolution No. 22-206 authorizing the City Manager to enter into an agreement with Relation Insurance Services of Florida, Inc. for a three (3) policy-year term beginning 10/1/2022 through 9/30/2025 to include the option for the City to exercise up to two (2) one (1) policy-year renewals, pursuant to City RFP 22-004; and

WHEREAS, staff recommends the City exercise the first one (1) policy-year renewal option authorizing Relation Insurance Services of Florida, Inc. to continue to provide Third Party Claims Administration Services to the City for Policy Year 2025/2026 (10/1/2025 - 9/30/2026); and

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

Section 1: That the City Commission hereby approves the one (1) policy-year renewal of the City's Agreement with Relation Insurance Services of Florida, Inc. to continue to provide Third Party Claims Administration Services for Policy Year 2025/2026 (10/1/2025 - 9/30/2026).

Section 2. That adequate funds are available in Accounts 502-1952-519-3100 (Liability Insurance) and 502-1953-519-3100 (Workers Compensation) of the proposed FY 2025/2026 Risk Management Budget, once approved, for Policy-Year Term 2025/2026 (10/1/2025-9/30/2026) in the amount of up to $45,000.00. Compensation is based on a flat fee, per-claim basis. Based on historic experience, it is anticipated the annual fees for Policy Year 2025/2026 will not exceed $45,000 for services rendered.

Section 3: The City Manager is hereby authorized to execute any necessary related documents and budget transfers/adjustments, with the consent of the City Attorney.

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 _____, 2025.

Authenticated by the Presiding Officer and Clerk of the Commission on the _____day of _____, 2025.

Filed with the Clerk on _____, 2025.

Mayor Danise Henriquez	_____
Vice Mayor Donald "Donie" Lee	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Monica Haskell	_____
Commissioner Aaron Castillo	_____
Commissioner Samuel Kaufman	_____

_____
DANISE HENRIQUEZ, MAYOR

ATTEST:

_____
KERI O'BRIEN, CITY CLERK