

**BOARD OF SUPERVISORS AGENDA ITEM SUMMARY**

Requested Board Meeting Date: 06/17/14

**ITEM SUMMARY, JUSTIFICATION and/or SPECIAL CONSIDERATIONS**

Amendment of Award: MA# 12000000000000000736, Amendment # 3, Willis of Arizona, Inc., to provide Insurance Broker/Consultant Services, extend contract term to 06/30/2015, increase contract amount by \$4,000,000.00, Funding Source: Self-Insurance Trust Fund, Administering Department: Finance and Risk Management

**BACKGROUND**

This contract initially awarded by the Board of Supervisors on 06/19/12 in the annual amount of \$2,547,900.00 and included four one-year renewals of which one has been previously executed. The current annual award amount is \$4,500,000.00. The contract's current termination date is 06/30/14, historical requirements and expenditures average about \$4,200,000 annually, and as of 04/17/14 the contract has an unused contract amount of \$464,359.00. Major User and administering department of this contract is Finance and Risk Management.

This contract amendment is required to continue the provision of the services to the Finance and Risk Management department to ensure that the payments for County's property coverage, cyber, general liability, and workers' compensation do not lapse.

Effective Date this Amendment	07/01/14
New Termination Date:	06/30/15
Original Contract Amount:	\$2,547,000.00
Prior Amendment Amounts:	\$4,500,000.00
This Amendment Amount:	\$4,000,000.00
Revised Contract Amount:	\$11,047,900.00

Contract Number:	<u>MA-PO-12 * 736-03</u>	
Effective Date :	<u>6-30-14</u>	
Term Date :	<u>6-30-15</u>	
Cost :	<u>\$4,000,000.-</u>	
Revenue :		
Total :		NTE: _____
Renewal By :	Action	<u>4-1-15</u>
Term :		<u>6-30-15</u>
Reviewed by:	<u>WK</u>	

Contract Officer: *Jennifer Moore*, 520.724.8164 Procurement Department

Payment System: Advantage

CLERK OF BOARD USE ONLY: BOS MTG. \_\_\_\_\_ ITEM NO. \_\_\_\_\_

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Procure Dept 05/14/14 PM 09:56

**PIMA COUNTY DEPARTMENT OF FINANCE AND RISK  
MANAGEMENT**

**PROJECT:** Insurance Broker/Consultant Services

**CONTRACTOR:** Willis of Arizona, Inc.

**CONTRACT NO.:** MA PO 12000000000000000736

**CONTRACT AMENDMENT NO.:** Three (#03)

**CONTRACT**

NO. MA-PO-12000000000000000736

AMENDMENT NO. 03

This number must appear on all  
invoices, correspondence and  
documents pertaining to this  
contract.

**ORIG. CONTRACT TERM:** 07/01/2012 - 06/30/2013

**TERMINATION DATE PRIOR AMENDMENT:** 06/30/2014

**TERMINATION THIS AMENDMENT:** 06/30/15

**ORIG. CONTRACT AMOUNT:** \$ 2,547,900.00

**PRIOR AMENDMENTS:** \$ 4,500,000.00

**AMOUNT THIS AMENDMENT:** \$ 4,000,000.00

**REVISED CONTRACT AMOUNT:** \$11,047,900.00

**CONTRACT AMENDMENT**

WHEREAS, COUNTY and CONTRACTOR entered into a Contract for services as referenced above; and

WHEREAS, CONTRACTOR and COUNTY, pursuant to Article I - Term, have agreed to extend the Contract term for a period of one year; and

WHEREAS, CONTRACTOR and COUNTY have agreed to increase the contract amount to allow payment for the broker fee and insurance premiums during the extended term of the contract.

NOW, THEREFORE, it is agreed as follows:

**CHANGE: ARTICLE I - TERM:**

From: "... shall terminate on the 30<sup>th</sup> day of June, 2014..."

To: "... shall terminate on the 30<sup>th</sup> day of June, 2015..."

**CHANGE: ARTICLE III - PAYMENT:**

From: "In consideration for the goods and services specified in this Contract, the COUNTY agrees to pay CONTRACTOR in an amount not to exceed Seven Million, Forty Seven Thousand, Nine Hundred dollars (\$7,047,900.00) to be allocated as follows: \$47,900.00 Annual Flat Fee for Insurance Broker and Risk Management Consultant Services and \$4,000,000.00 not to exceed amount for payment of insurance premiums to Pima County's insurers."

To: "In consideration for the goods and services specified in this Contract, the COUNTY agrees to pay CONTRACTOR in an amount not to exceed Eleven Million, Forty Seven Thousand, Nine Hundred dollars (\$11,047,900.00) to be allocated for the extended term ending 2015 as follows: \$47,900.00 Annual Flat Fee for Insurance Broker and Risk Management Consultant Services and \$4,000,000.00 not to exceed amount for payment of insurance premiums to Pima County's insurers."

"Total payment for this Contract shall not exceed \$11,047,900.00."

The effective date of this Amendment shall be June 30, 2014.

All other provisions of the Contract, not specifically changed by this Amendment, shall remain in effect and be binding upon the parties.

IN WITNESS THEREOF, the parties have affixed their signatures to this Amendment on the dates written below.

**APPROVED:**

\_\_\_\_\_  
Procurement Director

\_\_\_\_\_  
Date

**CONTRACTOR:**

*Carolyn Smith*  
\_\_\_\_\_  
Signature

*Carolyn Smith, Managing Partner*  
\_\_\_\_\_  
Name and Title (Please Print)

*4/9/14*  
\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

**MARC NATELSKY**

*[Signature]*  
\_\_\_\_\_  
Deputy County Attorney

*3/28/14*  
\_\_\_\_\_  
Date

**APPROVED AS TO CONTENT**

*Jonny Burke*  
\_\_\_\_\_  
Department Head

*5-13-14*  
\_\_\_\_\_  
Date