
INTEROFFICE MEMORANDUM

TO: JAMES V. CHISHOLM, CITY MANAGER
FROM: MARK JONES, RISK MANAGER
SUBJECT: RENEWAL OF EMPLOYEE BENEFITS CONSULTING SERVICES
DATE: NOVEMBER 8, 2018

Resolution No. 14-362 authorizes the City Manager to exercise options to renew the contract with Brown & Brown of Florida, Inc. to provide employee benefits consulting services to the City of Daytona Beach. The services include the marketing and placement of our employee benefits, policy review and coverage verification, assistance with claims disputes, and risk management consulting.

The hourly rate for the services remains \$150/hour with an annual not-to-exceed aggregate of \$75,000. The one year term of the renewal will be from January 8, 2019 through January 7, 2020. There is an additional one year renewal option remaining after this renewal. (Resolution and Contract attached) This year we paid approximately \$38,705 under this contract.

It is my recommendation for the City to exercise its option to renew the contract with Brown & Brown, Inc for employee benefits consulting services under the same terms and conditions as the current contract for a term beginning January 8, 2019 through January 7, 2020.

Please acknowledge your approval of the renewal and expenditures for fiscal year 2019 by signing this memo so that we can create a purchase order to pay the services.

Attachment
cc: James Sexton, Human Resources Director

A handwritten signature in black ink, appearing to read 'J. Chisholm', is written over a horizontal line. The signature is stylized and cursive.

INTEROFFICE MEMORANDUM

TO: JAMES V. CHIRHOLA, CITY MANAGER
FROM: MARK JONES, RISK MANAGER
SUBJECT: RENEWAL OF EMPLOYEE BENEFIT CONSULTING SERVICES
DATE: NOVEMBER 8, 2019

Resolution No. 14-382 authorizes the City Manager to exercise options to renew the contract with Brown & Brown of Florida, Inc. to provide employee benefits consulting services to the City of Daytona Beach. The services include the marketing and placement of our employee benefits, policy review and coverage verification, assistance with claims disputes, and risk management consulting.

The hourly rate for the services remains \$150/hour with an annual not-to-exceed aggregate of \$75,000. The one year term of the renewal will be from January 8, 2020 through January 7, 2021. There is an additional one year renewal option remaining after this renewal. (Resolution and Contract attached). This year we paid approximately \$38,700 under the contract.

It is my recommendation for the City to exercise its option to renew the contract with Brown & Brown, Inc. for employee benefits consulting services under the same terms and conditions as the current contract for a term beginning January 8, 2020 through January 7, 2021.

Please acknowledge your approval of the renewal and expenditures for fiscal year 2020 by signing this memo so that we can create a purchase order to pay the services.

Attachment
cc: James Sexton, Human Resources Director

THE CITY OF DAYTONA BEACH

Commission – Manager Plan

December 06, 2017

Corey McMeeking
BROWN & BROWN OF FLORIDA, INC
PO BOX 2412
Daytona Beach, FL 32115

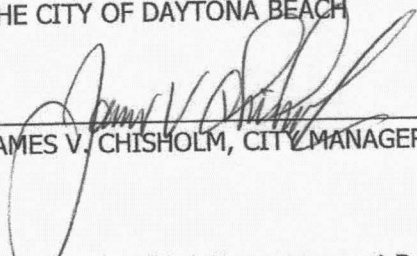
Re: Renewal of Employee Benefits Insurance Consultant Services Agreement
January 8, 2018 through January 7, 2019

Dear Mr. McMeeking:

Brown & Brown of Florida, Inc. is currently providing City Employee Benefits Insurance Consulting Services to the City of Daytona Beach under an agreement entered into by the two parties on January 8, 2015. The agreement allows for the option to renew for up to five additional terms of one year each.

The City of Daytona Beach desires to exercise the third annual renewal option to have this service continued by Brown & Brown of Florida, Inc. for the period effective January 8, 2018 through January 7, 2019 under the same terms and conditions.

THE CITY OF DAYTONA BEACH



JAMES V. CHISHOLM, CITY MANAGER

12/13/17
DATE

By executing this letter agreement Brown & Brown of Florida, Inc. agrees to accept renewal of the current Agreement for the period January 8, 2018 through January 7, 2019.

BROWN & BROWN OF FLORIDA, INC.



Brown & Brown

12-6-2017
DATE

THE CITY OF DAYTONA BEACH

Official Letterhead

January 10, 2018

City Manager
City of Daytona Beach
P.O. Box 16112
Daytona Beach, FL 32115

Re: Review of Employee Benefit Insurance Services Agreement
January 8, 2018 through January 7, 2019

Dear Mr. [Name]:

The City of Daytona Beach is currently providing employee benefit insurance services to the City of Daytona Beach under an agreement that expires on January 7, 2019. The agreement is for the City to pay up to the cost of a portion of the cost of the services.

The City of Daytona Beach desires to extend the term of the current agreement to the City of Daytona Beach and to negotiate a new agreement for the City of Daytona Beach. The City of Daytona Beach is currently providing employee benefit insurance services to the City of Daytona Beach under an agreement that expires on January 7, 2019. The agreement is for the City to pay up to the cost of a portion of the cost of the services.

THE CITY OF DAYTONA BEACH



City Manager



City Manager

Enclosed is the agreement for the City of Daytona Beach. The agreement is for the City to pay up to the cost of a portion of the cost of the services.

THE CITY OF DAYTONA BEACH



City Manager



City Manager

RESOLUTION NO. 14-362

A RESOLUTION ACCEPTING THE PROPOSAL OF BROWN & BROWN OF FLORIDA, INC., FOR EMPLOYEE BENEFITS INSURANCE CONSULTING SERVICES FOR A ONE-YEAR PERIOD FOR AN AMOUNT NOT TO EXCEED \$75,000, WITH OPTIONS TO RENEW FOR FIVE ADDITIONAL ONE-YEAR PERIODS; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT; AUTHORIZING THE CITY MANAGER TO EXERCISE OPTIONS TO RENEW SUBJECT TO BUDGETING AND APPROPRIATIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City issued a Request for Proposals for employee benefits insurance consulting services; and

WHEREAS, proposals were received, negotiations ensued, and the Human Resources Director and Risk Manager recommend acceptance of the proposal of Brown & Brown of Florida, Inc., to provide the services; and

WHEREAS, the Chief Financial Officer has filed a Sufficiency of Funds Certificate.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH, FLORIDA:

SECTION 1. The proposal submitted by Brown & Brown of Florida, Inc., to provide employee benefits insurance consulting services for a one-year period for an amount not to exceed \$75,000 with options to renew for five additional one-year periods is hereby accepted.

SECTION 2. The Mayor and City Clerk are hereby authorized to execute the Daytona Beach Professional Services Agreement, a copy in substantially final form being attached hereto and made a part hereof by reference.

RESOLUTION NO. 14 362

A RESOLUTION ACCEPTING THE PROPOSAL OF BROWN & BROWN OF FLORIDA, INC. FOR EMPLOYEE BENEFITS INSURANCE CONSULTING SERVICES FOR A ONE-YEAR PERIOD FOR AN AMOUNT NOT TO EXCEED \$25,000 WITH OPTIONS TO RENEW FOR FIVE ADDITIONAL ONE-YEAR PERIODS; AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE THE PROFESSIONAL SERVICES AGREEMENT; AUTHORIZING THE CITY MANAGER TO EXERCISE OPTIONS TO RENEW SUBJECT TO BUDGETING AND APPROPRIATIONS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City issued a Request for Proposal for employee benefits

insurance consulting services; and

WHEREAS, proposals were received, negotiations ensued, and the contract

between Director and Risk Manager recommend acceptance of the proposal of Brown & Brown

of Florida, Inc., to provide the services; and

WHEREAS, the Chief Financial Officer has stated a sufficiency of funds

available;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF

THE CITY OF DAYTONA BEACH, FLORIDA:

SECTION 1. The proposal submitted by Brown & Brown of Florida, Inc., to

provide employee benefits insurance consulting services for a one-year period for an amount not

to exceed \$25,000 with options to renew for five additional one-year periods is hereby accepted.

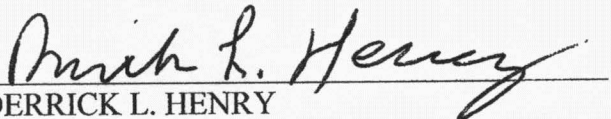
SECTION 2. The Mayor and City Clerk are hereby authorized to execute the

Daytona Beach Professional Services Agreement, a copy of which is substantially true and correct

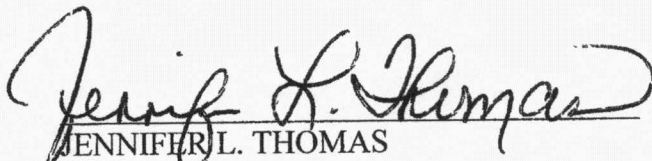
hereto and made a part hereof by reference.

SECTION 3. The City Manager is hereby authorized to exercise the renewal options as provided in the Agreement subject to budgeting and appropriations.

SECTION 4. This Resolution shall take effect immediately upon its adoption.


DERRICK L. HENRY
Mayor

ATTEST:


JENNIFER L. THOMAS
City Clerk

Adopted: December 17, 2014

The Board of the City Manager is hereby authorized to exercise the powers

options as provided in the Agreement subject to budgeting and appropriations

SECTION 4. This resolution shall take effect immediately upon its adoption.

Frank J. Henry
CITY MANAGER

ATTEST:

Jennifer K. Thompson
CITY CLERK

Adopted: December 17, 2014