

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Office of Management & Budget/Insurance & Benefits

AGENDA DATE: May 11, 2010

CONTACT PERSON/PHONE NUMBER: David Almonte, 541-4530
Carmen Arrieta-Candelaria, CFO, 541-4293

EA

DISTRICT(S) AFFECTED: All

SUBJECT:

To approve award of RFP 2010-110R to Risk & Insurance Management Consultants, Inc. for an initial five year period not to exceed \$81,000/year with two 2-year options to extend.

BACKGROUND / DISCUSSION:

Request for Proposal #2010-110R was released to include, but not limited to, the following loss control services:

- Assist the City in implementation of a comprehensive citywide safety program
- Advise and assist in identifying hazards and providing recommendations for reduction or elimination of the identified hazards
- Conduct, participate in and provide consultation for ergonomic surveys and departmental safety program audits or inspections
- Identify safety areas of concern where safety training is needed
- Identify resources for safety training materials and equipment

Sixteen notifications were sent out. Two proposals were received – ADE (Oxnard, Ca.) and Risk and Insurance Management Consultants, Inc. (El Paso, Tx.). An evaluation committee comprised of Safety Coordinators from different City Departments reviewed the proposals. The members of the committee were Maria E. Aragon, MCAD, Sue Beatty, Department of Public Health, Bruce Cozad, Street Department, Milo Martinez, Airport, and Patricia Novelo, Environmental Services Department. The criteria used to evaluate the RFP is attached. Both vendors were asked to submit a best and final offer on April 13, 2010. Risk & Insurance Management Services, Inc. received the highest score (see attached) by the committee.

PRIOR COUNCIL ACTION:

Previous extension of RFP2005-198R on August 12, 2008.

AMOUNT AND SOURCE OF FUNDING:

Worker's Compensation Fund, 45122-99100255-502215, not to exceed \$81,000/year.

BOARD / COMMISSION ACTION: None

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

APPROVED FOR AGENDA:

CITY MANAGER: _____ **DATE:** _____

PROJECT FORM
REQUEST FOR PROPOSAL

DATE: April 26, 2010

PROJECT: Comprehensive Loss Control Program
SOLICITATION NO: 2010-110R
DEPARTMENT: OMB-Insurance & Benefits
FUNDING SOURCE: Worker's Compensation Fund
REPRESENTATIVE DISTRICT(S): All

RECOMMENDATION: Vendor: Risk & Insurance Management Consultants, Inc.
El Paso, TX
Item: All
Amount: \$81,000.00 (annual expenditures)

The Office of Management and Budget and Financial Services Departments, based on evaluation factors established for this procurement, recommend award to the highest ranked proposer as indicated.

This is a (60) sixty month contract. Vendor offers the City the option to extend the term of the contract at the same unit price for two (2) additional two-year periods if the option is exercised prior to the expiration of the original term of the contract. No prompt payment discount is offered.

BIDS SOLICITED: 16 (6 local)
BIDS RECEIVED: 2
"NO BID" RECEIVED: 1

TOTAL RECOMMENDED AWARD: \$405,000.00
Total 5-year Expenditures

COUNCIL APPROVED REJECTED MUNICIPAL CLERK _____

APPROVED:

COUNCIL MEETING DATE: May 11, 2010

Carmen Arrieta-Candelaria, CFO

COMMITTEE SCORE SHEET

SOLICITATION NO: 2010-110R

SOLICITATION TITLE: Comprehensive Loss Control Program
Office of Management and Budget

	ADE	RIMC
Cost		
30 points	21	30
(Initial Five-Years Cost)	\$574,759.00	\$405,000.00
Qualifications and Prior Experience		
30 points	10	28
Prior Experience working with Political Subdivisions		
30 points	2	28
Education Background of Personnel		
10 points	6	9
GRAND TOTAL 100 points	39	95
(100 points/percent max)		

CITY OF EL PASO REQUEST FOR PROPOSALS

TITLE: COMPREHENSIVE LOSS CONTROL PROGRAM DATE: JANUARY 20, 2010	RFP: 2010-110R DEPARTMENT: O.M.B.-INSURANCE AND BENEFITS
ADE	OXNARD, CA
RISK & INSURANCE MANAGEMENT CONSULTANTS, INC.	EL PASO, TX
RFPs SOLICITED: 16	RFPs RECEIVED: 2
RFPs LOCAL: 6	NO RFPs: 1

APPROVED: MWP

DATE: 1-28-10

<p>RISK & INSURANCE MANAGEMENT CONSULTING C/O REBECCA RAMIREZ 415 E YANDELL EL PASO, TX 79901</p> <p><i>A-NK A1-ADK</i></p>	<p>ROGERS & BELDING C/O JIM BRUNDAGE 2505 E MISSOURI EL PASO, TX 79903</p>	<p>LIBERTY MUTUAL C/O RICHARD RUSE 3 RIVERWAY SUITE 1300 HOUSTON, TX 77056</p>
<p>PASCHOLD & ASSOCIATES C/O HELMUT PASCHOLD 7350 REMCON EL PASO, TX 79912</p>	<p>SOUTHWEST WORKFIT CONSULTANTS 2900 PERSHING EL PASO, TX 79905</p> <p><i>A2-ADK</i></p>	<p>MCGRUFF ATTN: ROBERT WAGGONER 5949 SHERRY LANE SUITE 1300 DALLAS, TX 75225</p> <p><i>See new address*</i> <i>A1-FTE</i></p>
<p>JERRY LOPEZ 7504 WINDCREST EL PASO, TX 79912</p>	<p>ARTHUR J. GALLAGHER & CO. ATTN: CYNDI BOEHLE 14241 DALLAS PARKWAY SUITE 300 DALLAS, TX 75254</p>	<p>HAYS COMPANIES ATTN: BRANDON MILLER 80 SOUTH 8TH STREET #700 MINNEAPOLIS, MN 55402</p>
<p>EMPLOYER RISK MANAGEMENT, INC. ATTN: MANNY SOTO 7500 VISCOUNT SUITE 171 EL PASO, TX 79925</p> <p><i>A-NK A1-NDAA</i></p>	<p>J & G CONSULTANTS P. O. BOX 36885 HOUSTON TX 77236</p>	<p>CORPORATE PAYMENT SOLUTIONS MASTERCARD INTERNATIONAL ATTN: LISA A. SMITH 2000 PURCHASE STREET PURCHASE, NY 10577</p>
<p>JI COMPANIES ATTN: ANN P. WHITE 10535 BOYER BLVD. SUITE 100 AUSTIN, TX 78758</p>	<p>SOUTHERN SPECIALIZED RISK OPTIONS, LLC ATTN: TAMMY LARGE P. O. BOX 560971 THE COLONY, TX 75056</p> <p><i>BN, A1, A2 - NDAA</i></p>	<p><i>*</i> MCGRUFF SEIBELS & WILLIAMS 5080 SPECTRUM DRIVE SUITE 900E ADDISON, TX 75001-6407</p>
<p>CLAIMS ADMINISTRATIVE SERVICES, INC. ATTN: BILL COSTANZA 501 SHELLEY DRIVE TYLER, TX 75701</p> <p><i>No Bid</i></p>		