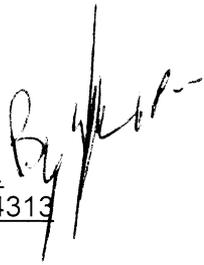


DATE: August 3, 2005  
TO: Municipal Clerk  
FROM: Byron E. Johnson, C.P.M.  
Director of Purchasing x 4313  
THRU: Aurora Wells  
Bid Clerk ext. 4038



Please place the following item on the **CONSENT** agenda for the Council Meeting of **AUGUST 16, 2005**.

Item should read as follows:

Solicitation No. 2005-198R Comprehensive Loss Control Program  
Award to: Risk & Insurance Management Consultants, Inc.  
El Paso, TX  
Amount: \$78,000.00 (estimated yearly)

Department: Office of Management & Budget  
Funds available: 99100255-45122-502215  
Funding source: Workers' Compensation Fund  
Total award: \$234,000.00 (estimated)  
District (s): All

The Office of Management and Budget, Insurance Department, Consultant, Purchasing Department and the review committee have met and reviewed the Proposals that were received. It is the recommendation of the committee to award the RFP to Risk & Insurance Management Consultants, Inc. The proposal response addressed the scope and intent of the RFP.

This is a thirty-six (36) month contract with the option to extend the contract for two (2) additional years, one year at a time.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the City Manager be authorized to execute any related contract documents, agreements and budget transfers necessary during the contract.

Contact person: Ray Heredia, Procurement Analyst at 541-4316.

\*\*\*\*\*  
AGENDA FOR: **AUGUST 16, 2005**  
\*\*\*\*\*

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

**DEPARTMENT:** OFFICE OF MANAGEMENT & BUDGET/INSURANCE DEPARTMENT

**AGENDA DATE:** AUGUST 9, 2005

**CONTACT PERSON/PHONE:** DAVID ALMONTE/IRENE MORALES

**DISTRICT(S) AFFECTED:** ALL

**SUBJECT:**

**APPROVE** a resolution / ordinance / lease to do what? **OR AUTHORIZE** the City Manager to do what? Be descriptive of what we want Council to approve. Include \$ amount if applicable.

Approve award of RFP2005-198R Comprehensive Loss Control Program, to Risk & insurance Management Consultants, Inc. \$78,000.00 Estimated/ Year. Risk & Insurance Management Consultants, Inc.. It is the recommendation of the committee to award the RFP to Risk & Insurance Management Consultants, Inc. The proposal response addressed the scope and intent of the RFP. This is a thirty-six month contract with the option to renew for two additional years, one year at a time. Total Award \$234,000.00 Est/36 Months

**BACKGROUND / DISCUSSION:**

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The loss control vendor will assist the City in development of a citywide comprehensive loss control program as well as individual department safety programs. Proposals were received from four loss control firms on May 18, 2005. An evaluation committee was established to review the proposals. Risk & Insurance Management Consultants, Inc. received the highest points of all the proposers in qualifications and prior experience, education background of personnel and prior experience working with political subdivisions. The committee determined the cost would be the value for the City.

**PRIOR COUNCIL ACTION:**

Has the Council previously considered this item or a closely related one? No.

There have been no previous contracts.

**AMOUNT AND SOURCE OF FUNDING:**

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

\$78,000.00 Estimated/Year 45122-99100255-502215, Workers' Compensation Fund

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_

**DEPARTMENT HEAD:** David Almonte, Director

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA: August 9, 2005**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

PROJECT FORM

DATE: August 2, 2005

PROJECT: COMPREHENSIVE LOSS CONTROL PROGRAM
RFP NO.: 2005-198R DEPARTMENT: OFFICE OF MANAGEMENT & BUDGET
BUDGET No.: 99100255-45122-502215
FUNDING SOURCE: Workers' Compensation Fund
RESPRESENTATIVE DISTRICT(S): ALL

\*\*\*\*\*

RECOMMENDATION: VENDOR: RISK & INSURANCE MANAGEMENT CONSULTANTS, INC El Paso, TX

AWARD: \$78,000.00 EST/YR

TOTAL AWARD: \$234,000.00 EST/36 MONTHS

The Office of Management and Budget, Insurance Department, Consultant, Purchasing Department and the review committee have met and reviewed the Proposals that were received. It is the recommendation of the committee to award the RFP to Risk & Insurance Management Consultants, Inc. The proposal response addressed the scope and intent of the RFP.

This is a thirty-six (36) month contract with the option to extend the contract for two (2) additional years, one year at a time.

Additionally, it is requested authorization for City staff to negotiate, City Attorney's Office to review, and the City Manager be authorized to execute any related contract documents, agreements and budget transfers necessary during the contract.

RFP'S SOLICITED 14 (LOCALS 06)
RFP'S RECEIVED 04
BIDS SVCS 06
"NO BIDS" RECEIVED 04

CURRENT TAXES PAID
OUT-OF-TOWN

TOTAL AWARD \$234,000.00 EST/36 MONTHS

FUNDS: AVAILABLE NOT AVAILABLE COMPTROLLER
COUNCIL: APPROVED REJECTED CITY CLERK

APPROVED: COUNCIL MEETING OF AUGUST 16, 2005

BYRON E. JOHNSON, C.P.M.
DIRECTOR OF PURCHASING

**Consent Agenda for August 16, 2005**

RFP NO.: 2005-198R Comprehensive Loss Control Program

Award to: Risk & Insurance Management Consultants Inc.  
El Paso, TX

AWARD: \$78,000.00 EST/YR

TOTAL AWARD: \$234,000.00 EST/36 MONTHS

This is a thirty-six (36) month contract with the options to extend the contracts for two (2) additional years, one year at a time.

Department: Office of Management & Budget  
Funds available: 99100255-45122-502215  
Funding source: Workers' Compensation Fund  
Total Award: \$234,000.00 EST/34 MONTH  
District(s): All

**INSURANCE & BENEFITS**

**TO:** RAY HEREDIA  
**FROM:** IRENE MORALES   
**THRU:** DAVID ALMONTE  
**SUBJECT:** COMPREHENSIVE LOSS CONTROL PROGRAM, RFP 2005-198R  
**DATE:** JULY 27, 2005

Proposals for the Comprehensive Loss Control Program RFP were received on May 18, 2005. There were four proposals received – Claims Administrative Service, Inc., G & G Risk Management Consultants, Inc., Risk & Insurance Management Consultants, Inc. and SPS Employer Risk Management, Inc. An evaluation committee was established to review the proposals. The evaluation committee consisted of the following individuals:

David Almonte, Director OMB  
Rafael Castaneda, Fire Department  
Said Larbi-Cherif, Solid Waste  
Terry Manson, Police Department  
Irene Morales, Assistant Director OMB  
Elizabeth Van Lauwe, Mass Transit

The initial meeting was held on June 17, 2005 and a final meeting to turn in tabulations was held on July 26, 2005. A summary of the total points for each proposal is as follows:

Claims Administrative Service, Inc. – 467  
G & G Risk Management Consultants, Inc. – 370  
Risk & Insurance Management Consultants, Inc. – 475  
SPS Employer Risk Management, Inc. – 298

Risk & Insurance Management Consultants, Inc. is the recommended vendor for this award. They received the highest points of all the proposers in qualifications and prior experience, education background of personnel and prior experience working with political subdivisions. The cost (annual cost of \$78,000) was determined by the committee to be the best value for the City.

Please proceed to move forward with this award as quickly as possible. Let me know if you have any questions.

# TABULATION SHEET

FACTOR	MAXIMUM POINTS ALLOWED	CLAIMS ADMINISTRATIVE SERVICES, INC.	G & G RISK MANAGEMENT CONSULTANTS INC.	RISK & INSURANCE MANAGEMENT CONSULTANTS, INC.	SPS EMPLOYER RISK MANAGEMENT, INC.
Cost to the City	20	20	15	20	10
Qualifications and Prior Experience	30	30	10	28	10
Education Background of Personnel	25	20	10	25	15
Prior Experience working with Political Subdivisions	25	25	5	25	0
<b>TOTAL</b>	<b>100</b>	<b>95</b>	<b>40</b>	<b>98</b>	<b>35</b>

  
 SIGNATURE

Vennis T. Manson  
 PRINT NAME

7-26-05  
 DATE



BID INFORMATION SERVICE  
(ALL BIDS ARE ADVERTISED)

BID NET PROCESSING CENTER  
PO BOX 5600  
ALBANY, NY 12205

GREATER EL PASO CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901

EL PASO HISPANIC CHAMBER OF COMMERCE  
2829 MONTANA AVE, B-100  
EL PASO, TX 79903

EL PASO TIMES NEWSPAPER  
CLASSIFIED/LEGAL SECTION  
PO BOX 20  
EL PASO, TX 79999

CONTRACT OPPORTUNITY CENTER  
4791 N. MESA  
EL PASO, TX 79902

SAM'S CLUB  
7970 NORTH MESA  
EL PASO, TX 79932

SUBCONTRACTORS ASSOCIATION  
PO BOX 3612  
EL PASO, TX 79923

COMMERCE BUSINESS WEEKLY  
2626 NORTHEAST #103  
EL PASO, TX 79902

BLACK CHAMBER OF COMMERCE  
ONE CIVIC CENTER PLAZA  
EL PASO, TX 79901