

**LARIMER COUNTY PROPOSAL #P16-15
INSURANCE BROKERAGE SERVICES
RISK DEPARTMENT
NOVEMBER 10, 2016 2:00 P.M.**

Proposals to consider contracting for Insurance Brokerage Services for Larimer County's Risk Management Department were accepted on November 10, 2016 at 2:00 p.m. in the Purchasing Department. Proposals were accepted by Les Brown, Purchasing Agent and recorded by Whitney Wilson, Department Specialist. The following proposals were received:

Flood and Peterson
Arthur J. Gallagher Risk Management Services, Inc.
Brown & Brown of Colorado, Inc.

No decision of award was made pending review and recommendation by the Larimer County Risk Department.

The Larimer County Risk Department reviewed the proposals and recommends accepting the proposal from Arthur J. Gallagher Risk Management Services, Inc. as per the attached departmental recommendation.

The Larimer County Purchasing Department concurs with the above recommendations.



Heather L. MacMillan, CPPB
Purchasing Director



Carol L. Block, Financial Services Director
For the Board of Larimer County Commissioners



PURCHASING DEPARTMENT

200 W. Oak Street, Suite 4000
Fort Collins, Colorado 80521
(970) 498-5955
Fax (970) 498-5959

TO: Jeff Green, Risk Manager
FROM: Les Brown, Purchasing Agent
DATE: 11/10/2016
SUBJECT: P16-15, Insurance Brokerage Services

Transmitted for your review and recommendation, are the proposals received to consider contracting for Insurance Brokerage Services for Larimer County's Risk Management Department. Please fill in this form and return it to me via interoffice mail or fax.

The following criteria must be used to evaluate the proposals:

- Qualifications of Company and Brokers
- Experience
- Cost
- Adequacy and completeness
- Breadth

This document will be considered a public record and open to inspection. The individual committee score sheets, comment sheets and other evaluation notes are DELIBERATIVE PROCESS records and not public records. Please keep these documents in your files.

Explain why you want to award the work to a particular vendor and the dollar amount of the award:

Three (3) proposals were received in response to this Request for Proposal. Each member of the Evaluation Committee individually evaluated and scored each proposal. After reviewing the Scoring Matrix (attached) the Evaluation Committee unanimously decided to award to Arthur J. Gallagher Risk Management Services, Inc. for the total cost of \$23,000.00 flat fee plus commission on the Loveland Fairgrounds/Budweiser Event Center liability program capped at 10% (Option II in the proposal).

THIS RECOMMENDATION MUST BE SIGNED BY THE DEPARTMENT HEAD


DEPARTMENT HEAD SIGNATURE

Risk Management
DEPARTMENT

11-21-16
DATE

Thank you.

P16-15 Insurance Brokerage - Scoring Matrix

COMPANY:	Arthur J. Gallagher Risk Management Services, Inc.	Flood and Peterson	Brown & Brown of Colorado, Inc.
EVALUATORS			
#1	4.76	4.52	3.99
#2	4.75	4.50	4.45
#3	4.75	4.25	3.80
TOTALS	14.26	13.27	12.24