

# REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:

Res/~~Ord~~ No.: 19668

Sponsor(s): Dennis Waits

Date: December 4, 2017

<b>SUBJECT</b>	Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance  Project/Title: <u>Awarding a Twelve Month Contract with Four Twelve Month Options to Extend for the furnishing of Vehicle Liability Insurance for use by the Finance and Purchasing Department to Missouri Public Entity Risk Management Fund (MOPERM) of Jefferson City, Missouri under the terms and conditions of Request for Proposal 78-17.</u>												
<b>BUDGET INFORMATION</b> <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">Amount authorized by this legislation this fiscal year:</td> <td style="width:20%;"></td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td></td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td></td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p><b>OTHER FINANCIAL INFORMATION:</b></p> <p><input type="checkbox"/> No budget impact (no fiscal note required)  <input checked="" type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract:                  Department: Finance and Purchasing Estimated Use: \$250,000.00</p> <p>Prior Year Budget (if applicable): \$187,288.00                  Prior Year Actual Amount Spent (if applicable):</p>	Amount authorized by this legislation this fiscal year:		Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:		Amount budgeted for this item * (including transfers):		Source of funding (name of fund) and account code number:			
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<b>PRIOR LEGISLATION</b>	Prior ordinances and (date): Prior resolutions and (date): 19342 (December, 2016), 19018 (November 2015), 17421 (November, 2010)												
<b>CONTACT INFORMATION</b>	RLA drafted by (name, title, & phone): Katie Bartle, Senior Buyer, 816-881-3465												
<b>REQUEST SUMMARY</b>	The Finance and Purchasing Department requires a Contract for Vehicle Liability Insurance due to the current contract expiring. The Purchasing Department issued Request for Proposal 78-17 in response to those requirements.  Twenty-nine notifications were distributed, and one response was received. The response was evaluated by a committee of personnel from the Finance and Purchasing Department as Follows: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:5%;">NO.</th> <th style="width:45%;">Respondent</th> <th style="width:15%;">References and Qualifications 25 points</th> <th style="width:15%;">Additional Services 25 points</th> <th style="width:10%;">Pricing 50 points</th> <th style="width:10%;">Total Score 100 points</th> </tr> </thead> <tbody> <tr> <td style="text-align:center;">1.</td> <td>Missouri Public Entity Risk Management Fund (MOPERM) Jefferson City, MO</td> <td style="text-align:center;">25</td> <td style="text-align:center;">20</td> <td style="text-align:center;">40</td> <td style="text-align:center;">85</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, 1984, the Director of Finance and Purchasing recommends the award of Vehicle Liability Insurance to Missouri Public Entity Risk Management Fund (MOPERM) of Jefferson City, MO as the best proposal received.</p>	NO.	Respondent	References and Qualifications 25 points	Additional Services 25 points	Pricing 50 points	Total Score 100 points	1.	Missouri Public Entity Risk Management Fund (MOPERM) Jefferson City, MO	25	20	40	85
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<b>CLEARANCE</b>	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)												

COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals	No Goals Assigned
ATTACHMENTS	Evaluation Matrix from Evaluation Committee, Using Department Award Recommendation, pertinent pages of MOPERM's proposal	
REVIEW	Department Director:	Date: 1/28/17
	Finance (Budget Approval): <i>If applicable</i>	Date: 1/28/17
	Division Manager:	Date: 1/29/17
	County Counselor's Office:	Date:

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the \_\_\_\_\_ Fund in \_\_\_\_.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance #
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



**JACKSON COUNTY  
Finance Department**

415 East 12<sup>th</sup> Street, Suite 105  
Kansas City, Missouri 64106  
www.jacksongov.org

**Res. 19668**

Administration  
(816) 881-3126  
Fax (816) 881-3877

Accounting  
(816) 881-3180

Accounts Payable  
(816) 881-3059

Budget  
(816) 881-3851

Grants Management/  
Pension Management  
(816) 881-3454

Office Services  
(816) 881-3265

Payroll  
(816) 881-3201

Purchasing  
(816) 881-3253

Risk Management  
(816) 881-3202

Tax Refund/Distribution  
(816) 881-1320

Treasury  
(816) 881-3358

November 28, 2017

Katie Bartle  
Senior Buyer – Jackson County  
415 E. 12<sup>th</sup> Street, Ground Floor  
Kansas City, MO 64106

Subject: Bid No. 78-17 Vehicle Liability Insurance Proposals

Dear Katie:

On Tuesday, November 21, 2017, the vehicle liability insurance bid No. 78-17 was closed. We received one response, from MOPERM.

My recommendation is that we accept MOPERM's bid as they were the lowest and best respondent.

The anticipated annual usage for this contract is \$250,000.

Listed below is the account that this premium is to be paid from:

060-5160-56370

Thank you,

Sarah Matthes  
Grant, Audit & Risk Manager  
Jackson County, Missouri  
415 E. 12<sup>th</sup> Street, Suite 105  
816.881.3202  
slmatthes@jacksongov.org

Frank White, Jr., County Executive



**REQUEST FOR PROPOSAL 78-17 Evaluation Matrix**  
**RFP NAME: Vehicle Liability Insurance**  
**DEPARTMENT NAME: Finance**

No	Respondent	References and Additional Services		Pricing	Total Score
		25 points	25 points		
1	MoPERM	25	20	40	85.00
					0.0
					0.0
					0.0
<b>COMMENTS:</b>					85.00
<b>Instructions:</b> Assign score according to point value (1 is lowest) for each criterion for each vendor.					

**ATTACHMENT 1**  
**RESPONDENT'S QUOTATION FOR**  
**JACKSON COUNTY, MISSOURI INVITATION TO BID NO. 78-17**

**\*\*ALL OR NOTHING\*\***

NAME OF FIRM:	Missouri Public Entity Risk Management Fund (MOPERM)
PROPOSED CARRIER:	Missouri Public Entity Risk Management Fund (MOPERM)
A.M. BEST RATING: <b>If not rated, submit financials</b>	Financials Attached as Exhibit B
Liability Annual Premium, Year 2018:	\$235,434

**Extension Option Annual Premiums**

1 <sup>st</sup> Extension, Year 2019 Premium:	Future rates are subject to actuarial analysis and recommendation as well as board decision. Therefore, specific quotes for extensions cannot be provided. However, renewal will be offered annually as long as the county desires to remain a MOPERM member.
2 <sup>nd</sup> Extension, Year 2020 Premium:	
3 <sup>rd</sup> Extension, Year 2021 Premium:	
4 <sup>th</sup> Extension, Year 2022 Premium:	

**Liability Options**

Uninsured/Underinsured Premium:	\$13,580 (Uninsured Motorist Only. Underinsured not available.)
Physical Damage – Comprehensive Premium:	\$52,611 \$1,000 Deductible
Comprehensive Options:	\$47,459 \$3,000 Deductible
PRINTED NAME OF RESPONDENT	Lawrence A Weber
SIGNATURE OF RESPONDENT	

Do Not Pay

This is not an invoice. Invoice will be issued December 1st.



Renewal Pricing for COUNTY OF JACKSON  
 Memorandum No. 2035  
 Date: 11-1-2017

<u>Line of Business</u>	<u>Annual Contribution</u>	<u>Deductible</u>	<u>Deductible Applicability</u>
Auto Physical Damage (Fleet)*	Included		
Comprehensive	\$52,611.00	Per Schedule	
Automobile Liability (Fleet)*	\$169,243.00	\$250,000.00	Loss
Uninsured Motorist	\$13,580.00	\$0.00	
Hired and Non-Owned Vehicles	\$0.00	\$250,000.00	Loss
<b>TOTAL RENEWAL PRICING:</b>	<b><u>\$235,434.00</u></b>	<b>**</b>	

If "Loss & LAE" (Loss Adjustment Expense) is indicated under *Deductible Applicability*, the Member will be responsible for defense and other adjustment costs up to the deductible amount.

\*Members with "Auto Physical Damage (Fleet)" OR (Automobile Liability (Fleet))" must continue to report all vehicles purchased through December 31 in order for coverage to be offered during the renewal term. Vehicles acquired after the renewal invoice has been sent will be added to the renewal term by endorsement, and the appropriate contribution will be charged. Failure to report these vehicles may result in lack of coverage in the event of an accident in the renewal term.

\*\*Price is based on information on file as of the date indicated above. Changes requested after that date will affect the actual amount invoiced December 1st. MOPERM reserves the right to correct any errors discovered before the renewal invoice is issued. If such corrections result in a change in contribution, notice will be sent to the appropriate parties.