

# ORDINANCE No. 188308

\*Authorize a contract with Willis of Oregon, Inc. for insurance broker / agent of record services for a total not-to-exceed amount of \$555,917 (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. Work under this contract includes insurance broker / agent of record services.
2. The services were advertised under RFP No. 00000488 and six responsive responses were received. The selection committee reviewed and scored the proposals in accordance with PCC 5.68. Interviews were held with the top three highest scoring proposers and the committee selected Willis of Oregon, Inc.
3. The City desires to enter into a PTE contract with Willis of Oregon, Inc. substantially in accordance with Attachment No. 1, for a not-to-exceed contract amount of \$555,917. The contract is for a one-year, 10-month term with an option to renew for three additional one-year terms. Annual amount of services is \$99,500.
4. Due to the specialized nature of the work, M/W/ESB participation in this contract is 0%.

NOW THEREFORE, the Council Directs:

- a. The Chief Procurement Officer is authorized to enter into a contract with Willis of Oregon, Inc. in an amount not to exceed \$555,917 and in a form substantially in conformance with Attachment No. 1.
- b. The Chief Procurement Officer and the Auditor are hereby authorized to draw and deliver checks payable to Willis of Oregon, Inc. when demand is presented and approved by the proper authorities.

Section 2. The Council declares that an emergency exists to prevent delays in proceeding with the project. Therefore, this Ordinance shall be in full force and effect from and after its passage by Council.

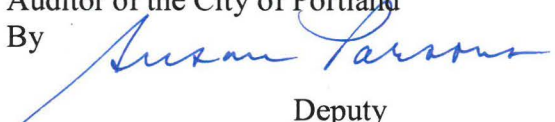
Passed by the Council,

APR 05 2017

Mayor Ted Wheeler  
Prepared by: Debora Leopold-Hutchins/ds  
Date Prepared: March 6, 2017

**Mary Hull Caballero**  
Auditor of the City of Portland

By



Deputy

Agenda No. **ORDINANCE NO. 188308**

Title

\*Authorize a contract with Willis of Oregon, Inc. for Insurance Broker / Agent of Record Services for a total not-to-exceed amount of \$555,917. (Ordinance; ~~Contract~~)

<p><b>INTRODUCED BY</b> Commissioner/Auditor: <b>Mayor Ted Wheeler</b></p>	<p>CLERK USE: DATE FILED <u>MAR 21 2017</u></p>
<p><b>COMMISSIONER APPROVAL</b></p> <p>Mayor—Finance and Administration - Wheeler <i>WSD</i></p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Eudaly</p>	<p>Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p><b>BUREAU APPROVAL</b></p> <p>Bureau: OMF Bureau of Business Internal Services OMF CAO: Tom Rinehart <i>TR</i> Bureau Head: Bryant M. Enge <i>BME</i></p> <p>Prepared by: Debora Leopold-Hutchins/ds Date Prepared: March 6, 2017</p> <p>Financial Impact &amp; Public Involvement Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p> <p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> <p><b>City Auditor Office Approval:</b> required for Code Ordinances</p> <p><b>City Attorney Approval:</b> required for contract, code, easement, franchise, comp plan, charter <i>[Signature]</i></p> <p>Council Meeting Date <b>March 29, 2017</b></p>	<p><b>ACTION TAKEN:</b></p> <p><b>MAR 29 2017 RESCHEDULED TO MAR 29 2017 2:00 PM</b> <b>MAR 29 2017 RESCHEDULED TO APRIL 5, 2017 9:30 AM</b></p>

<p align="center"><b>AGENDA</b></p>
<p><b>TIME CERTAIN</b> <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p><b>CONSENT</b> <input type="checkbox"/></p>
<p><b>REGULAR</b> <input checked="" type="checkbox"/></p> <p>Total amount of time needed: <b>5 minutes</b> (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	<input checked="" type="checkbox"/>	
2. Fish	2. Fish	<input checked="" type="checkbox"/>	
3. Saltzman	3. Saltzman	<input checked="" type="checkbox"/>	
4. Eudaly	4. Eudaly	<input checked="" type="checkbox"/>	
Wheeler	Wheeler	<input checked="" type="checkbox"/>	