

RESOLUTION NO. 2019- 544

A RESOLUTION AUTHORIZING AN AGREEMENT FOR
HEALTH INSURANCE BROKER OF RECORD SERVICES
FOR THE CITY OF VINELAND.

WHEREAS, a Request for Qualifications was issued by the City of Vineland for Health Insurance Broker of Record Services, and the responses to said Request have been reviewed and evaluated by the City; and

WHEREAS, it is considered to be in the best interest of the City of Vineland that Allen Associates, Vineland, NJ be appointed as Health Insurance Broker of Record for the City; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Vineland that Allen Associates, Vineland, NJ be appointed as Health Insurance Broker of Record for the period beginning January 1, 2020 to December 31, 2021 with option to extend for one (1) additional two (2) year term.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to execute an Agreement in a form to be approved by the City Solicitor.

Adopted:

President of Council

ATTEST:

Deputy City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS
UNDER 40A:11-5 EXCEPTIONS
(PROFESSIONAL SERVICES, EUS, SOFTWARE MAINTENANCE, ETC)**

12/5/19
(DATE)

1. Service (detailed description): Insurance Broker of Record for Health Services

2. Amount to be Awarded: \$ _____

- Encumber Total Award
 Encumber by Supplemental Release

3. Amount Budgeted: \$ _____

4. Budgeted: By Ordinance No. _____
Or Grant: Title & Year _____

5. **Account Number to be Charged: _____

6. Contract Period: January 1, 2020 to December 31, 2021 with option to extend for one (1) additional two (2) year term.

7. Date To Be Awarded: 12/23/19

8. Recommended Vendor and Address: Allen Associates
630 S. Brewster Rd., Bldg. C.
Vineland, NJ 08361

9. Justification for Vendor Recommendation: (attach add'l information for Council review)
Incumbent & Long Vendor that has over 20yrs experience with the City. They are our current broker who has excellent working relationship with current and retired employees.

- Non-Fair & Open (Pay-to-Play documents required)
 Fair & Open: How was RFP advertised? In Local Paper & City Website

10. Evaluation Performed by: Mayor/Business Administrator/Purchasing Agent

11. Approved by: [Signature]

12. Attachments:

- Awarding Proposal
 Other: _____

- Send copies to:
Purchasing Department
Business Administration

** If more than one account #, provide break down


PURCHASING AGENT REVIEW
COV RFQ # 2019-42

Proposals were received and opened Friday, November 22, 2019 at 2:00 PM for Insurance Broker of Record for Health Services from the following:

Allen Associates

Comments: All the mandatory documents were submitted.

Recommendation: Proposals were sent to Four (4) potential bidders. Allen Associates was the lone respondent. As the incumbent, award should be made to Allen Associates. If user department agrees submit the resolution award recommendation to Administration with a copy to Purchasing. **The contract period shall be January 1, 2020 to December 31, 2021 with option to extend for one (1) additional two (2) year term.**


Miguel A. Mercado, QPA
Purchasing Agent