

**A SUBSTITUTE RESOLUTION  
BY FINANCE EXECUTIVE COMMITTEE**

**A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE, ON BEHALF OF THE CITY OF ATLANTA TO EXECUTE RENEWAL AGREEMENT NO. 1 WITH RESURGENS RISK MANAGEMENT/WILLIS INSURANCE SERVICES OF GEORGIA FOR FC-4971, INSURANCE AGENT BROKER, ON BEHALF OF THE DEPARTMENT OF FINANCE, IN THE AMOUNT OF ONE HUNDRED FOURTEEN THOUSAND DOLLARS AND NO CENTS (\$114,000.00) WITH AN ADDITIONAL OCIP AIRPORT FEE OF .0025 OF TOTAL CONSTRUCTION COST SUBJECT TO AN ANNUAL MINIMUM OF ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00); ALL CONTRACTED WORK SHALL BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION ACCOUNT NUMBERS 1001 (GENERAL FUND) 100701 (DEPARTMENT OF FINANCE RISK MANAGEMENT) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 1555000 (RISK MANAGEMENT) AND PTAE0: 18102843 (CENTRAL ADMINISTRATION) 200 (TASK) 550291249 (DOA R N E 9999) 5212001 (CONSULTING PROFESSIONAL SERV) AND FDOA: 5502 (AIRPORT RENEWAL AND EXTENSION FUND) 180201 (DOA AVIATION CAPITAL PLANNING & DEVELOPMENT) 5212001 (CONSULTING/PROFESSIONAL SERV) 7563000 (AIRPORT) 102843 (CENTRAL ADMINISTRATION) 91249 (DOA R N E 9999).**

**WHEREAS**, The City of Atlanta (“City”) entered into an agreement with Resurgens Risk Management/Willis Insurance Services of Georgia (“Resurgens”), for FC-4971, Insurance Agent Broker, on April 13, 2010 pursuant to Resolution 10-R-0411 and Amended by 12-R-0917 on July 11, 2012; and

**WHEREAS**, the agreement was for a period of three (3) years, with two (2) one-year renewal options at the sole discretion of the City; and

**WHEREAS**, Resurgens has performed the contracted services satisfactorily; and

**WHEREAS**, the Chief Financial Officer and the Chief Procurement Officer recommend the execution of Renewal Agreement No. 1 with Resurgens in the amount of One Hundred Fourteen Thousand Dollars and No Cents (\$114,000.00) with an additional OCIP Airport fee of .0025 of total construction cost subject to an annual minimum of \$150,000.

**THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES**, that the Mayor or his designee is hereby authorized to execute Renewal Agreement No. 1 with Resurgens in the amount of One Hundred Fourteen Thousand Dollars and No Cents (\$114,000.00) with an additional OCIP Airport fee of .0025 of total construction costs subject to an annual minimum of One Hundred Fifty Thousand Dollars (\$150,000.00).

**BE IT FURTHER RESOLVED**, that all contracted work shall be paid from Fund, Department, Organization, Account Numbers 1001 (GENERAL FUND) 100701 (Department of Finance Risk Management) 5212001 (Consulting/Professional Services) 1555000 (Risk Management) AND PTAE0: 18102843 (Central Administration) 200 (Task) 550291249 (DOA R N E 9999) 5212001 (Consulting Professional Serv) AND FDOA: 5502 (Airport Renewal and Extension Fund) 180201 (DOA Aviation Capital Planning & Development) 5212001 (Consulting /Professional Serv) 7563000 (Airport) 102843 (Central Administration) 91249 (DOA R N E 9999).

**BE IT FURTHER RESOLVED**, that the renewal will be for a period of one (1) year;

**BE IT FURTHER RESOLVED**, that the Chief Procurement Officer be and is hereby directed to prepare an appropriate renewal for execution by the Mayor.

**BE IT FURTHER RESOLVED**, that the renewal will not become binding on the City and the City will incur no obligation or liability under any such agreement until it has been executed by the Mayor, attested to by the Municipal Clerk, approved as to form by the City Attorney and delivered to Resurgens.

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**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

<p><b>A. To be completed by Legislative Counsel:</b></p> <p><b>Committee of Purview:</b></p> <p><b>Caption:</b></p> <p><b>Council Meeting Date:</b></p> <p><b>Requesting Dept.:</b></p>
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**B. To be completed by the department :**

**1. Please provide a summary of the purpose of this legislation (Justification Statement).**

***Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.***

The purpose of this legislation is to authorize a one year renewal option. The service providers have agreed to a reduction in the price of the contract for the renewal. The annual cost for the General Fund will go from \$120,000.00 to \$114,000.00.

**2. Please provide background information regarding this legislation.**

***Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.***

The City of Atlanta has an active insurance program which provides coverage in several specific areas including but not limited to the property coverage, excess workers' compensation, crime and theft, fine arts, helicopter fleet and EMS as well as the Owner Controlled Insurance Program (OCIP) for construction projects at the airport. The JV provides the professional services and advice for the placement of policies.

**3. If Applicable/Known:**

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:**
- (c) **Bids/Proposals Due:**
- (d) **Invitations Issued:**
- (e) **Number of Bids:**
- (f) **Proposals Received:**
- (g) **Bidders/Proponents:**
- (h) **Term of Contract:**

4. **Fund Account Center:** See Response to 5 above.

5. **Source of Funds:** *Example: Local Assistance Grant* N/A

6. **Fiscal Impact:** The cost of the annual contract reduced from \$120,000.00 to \$114,000.00.

*Example: This legislation will result in a reduction in the amount of \_\_\_\_\_ to Fund Account Center Number \_\_\_\_\_.*

7. **Method of Cost Recovery:**

*Examples:*

- a. *Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.*
- b. *Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.*

**This Legislative Request Form Was Prepared By:** Jerry L. De Loach

**Part II: Legislative White Paper:** (This portion of the Legislative Request Form will be shared with City Council members and staff)

**A. To be completed by Legislative Counsel:**

Committee of Purview: Finance/Executive Committee

Caption:

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**B.**

To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

**Example:** Renewal Agreement no. 1 with Resurgens Risk Management/Willis Insurance Services of Georgia for fc-4791, Insurance Agent Broker

2. Please provide background information regarding this legislation.

3. If Applicable/Known:

(a) Contract Type (e.g. Professional Services, Construction Agreement, etc):

(b) **Source Selection:** n/a

(c) **Bids/Proposals Due:** n/a

(d) **Invitations Issued:** n/a

(e) **Number of Bids:** n/a

(f) **Proposals Received:** n/a

(g) **Bidders/Proponents:** n/a

(h) **Term of Contract:**

4. **Fund Account Center** (*Ex. Name and number*) in legislation

5. **Source of Funds:**

6. **Fiscal Impact:** \$114,000.00 with an additional OCIP Airport fee of .0025 of total construction cost subject to an annual minimum of \$150,000.00.

7. **Method of Cost Recovery:**

**This Legislative Request Form Was Prepared By:** Jerry DeLoach

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

<b>For Legislative Counsel Use Only</b>	
_____ Date Received	_____ Complete _____ Incomplete (Date returned: _____)
_____ Date of Department Consultation	_____ Date of Finance Department Consultation
Commissioner Notified: ___ Yes ___ No If No, Why? _____	
Legislation Required ___ Yes ___ No	Legislation Type ___ Resolution _____ Ordinance
Amends the Code ___ Yes ___ No	Blueback Prepared ___ Yes ___ No
Commissioner Signature _____	
<b>Council Members Only:</b> Authority to speak to Subject Matter Attorney ___ Yes ___ No Authority to speak to Department ___ Yes ___ No	

Date Submitted: Febraury 4, 2013

Department Submitting Request: Department of Finance

Person Submitting Request: Jerry L. De Loach Extension: 6495

Bureau/Division Manager: Jerry L. De Loach Extension: 6495

Requesting preliminary meeting with Legislative Counsel attorney?  Yes  No

Subject Matter of the Meeting Contract Renewal for JV Brokers for Insurance Contract

Cycle Number/Requested Full Council Date (not earlier than 4 weeks from date of submission): 7

If this must be submitted to Council in fewer than 4 weeks explain why. Please identify consequences if legislation is not submitted for requested cycle. Also, if applicable, please state why the Legislative Request Form was submitted after the Cycle deadline. All non-conforming requests must have Commissioner approval.

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**Part I: Legislative Request Form:**

**Instructions: Please answer all questions fully before submitting. Attach additional pages if necessary. All requests for legislation must have approval of a manager prior to submission. All incomplete requests will be returned. Send request via electronic mail to Legislative Counsel. No hard copies will be accepted. Please refer to attached deadlines for the relevant Chief of Staff submission guidelines.**

**1. Legislation Name/Project Name:** Contract Renewal for FC 4971 Insurance Agent Broker

**2. What is the purpose of this legislation? (check one)**

- Accept a grant or donation
- Amend budget
- Amend Code of Ordinances
- Amend Contract
- Anticipate funds
- Appropriate funds
- Apply for a grant or donation
- Authorize/renew Contract
- Fines/penalties
- Human Resources related
- Make a purchase
- New project
- Procuring goods
- Procuring services
- Other, please explain

Please describe in detail the purpose of your legislation? The legislation will authorize the Mayor or his designee to execute a renewal of FC 4971 for one year.

If this legislation is to award/amend/renew a contract, please provide the following:

Expiration date of contract: April 13, 2013

Contract Term (months/yr): 3 years with two optional additional one year terms

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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**3. Please describe why legislation is required rather than administrative action by the Department (please cite any relevant code sections or internal policies).**

The contract was for a term of three years and is set to expire on April 13, 2013. The contract contains an option to renew for two one year periods. This is the option to exercise the first one year renewal. The contract meets the terms for submission to council.

**4. If there is an existing process, will this legislation impact that process? How?**

Yes, if the legislation does not pass, the services required can not be preformed by the Broker and will impede ability to continue the City's insurance program.

**5. Please explain and estimate any financial impact on the City or your Department.**

- Will the City need to appropriate or transfer funds to accomplish this purpose?  
No
- Has this purpose already been set forth in the budget?  
Yes
- Will there be a fee or charge assessed by the City?
  - If so, how much? NO
  - How was the fee or charge determined?
- What FAC #'s are needed for this legislation? Also, please provide the associated amounts. 1001 (General Fund) 100701 (DOF Risk Management) 5212001 (Consulting/Professional Services) 1555000 (Risk Management) in an amount not to exceed \$114,000.00 and PTAE0: 18102843 (Central Administration) 200 (Task( 550291249 (DOA R N E 9999) 52102001 (Consulting/Professional Serv) and FDOA: 5502 (Airport Renewal & Extension Fund) 180201 (DOA Aviation Capital Planning and Development) 5212001 (Consulting/Professional Serv) 7563000 (Airport) 102843 (Central Administration) 91249 (DOA R N E 9999) in an amount not to exceed \$800,000.00.
- Is a grant required for this legislation?  Yes  No  
If so, is a matching grant required?  Yes  No
- Will there be an increase or decrease in personnel? No
  - Has HR been made aware of the need for personnel changes?  Yes  No  
If so, who is the contact person? \_\_\_\_\_ at extension

**LEGISLATIVE COUNSEL  
REQUEST FOR LEGISLATION**

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- Will positions be created or abolished?
  
- Will additional resources be required to achieve this purpose? No
- If yes, what are those resources?
  
  - Has the Department estimated the cost of those resources?
  
- Will revenue be generated for the City? No

6. **If there has been previous or similar legislation, please describe and cite the relevant legislation (e.g., 04-R-0001). Original Legislation is 10-R-0411 and Amendment No. 12-R-0917**

7. **Is this a computer/technology purchase?  Yes  No**  
**If so, please forward ISR (Information System Hardware/Software Request) along with a copy of this Legislative Request Form via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.**

**Please forward any additional pertinent or supporting documents (e.g. contracts, exhibits, requisitions, copies of any old ordinances/resolutions pertaining to this issue, etc.) along with a copy of this Legislative Request Form and legislative white paper via email to legislative\_counsel or via inter-office mail to: Legislative Counsel, Suite 4100, Law Department.**

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE L. BYRD

Dept.'s Legislative Liaison: Charlene Parker

Contact Number: 404-330-6616

Originating Department: Finance

Committee(s) of Purview: Finance/Executive Committee

Chief of Staff Deadline:

Anticipated Committee Meeting Date(s): March 27, 2013

Anticipated Full Council Date: April 15, 2013

Legislative Counsel's Signature: Mariangela Corales



Commissioner Signature:



Chief Procurement Officer Signature: N/A

CAPTION

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FINANCIAL IMPACT (if any): \$114,000.00 with an additional OCIP Airport fee of .0025 of total construction cost subject to an annual minimum of \$150,000.00.

Received by CPO: \_\_\_\_\_  
(date)

Received by LC from CPO: \_\_\_\_\_  
(date)

Received by Mayor's Office: A. Diggs 3.7.13  
(date)

Reviewed by: \_\_\_\_\_  
(date)

Submitted to Council: \_\_\_\_\_