

# City of Sacramento

## Legislation Text

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File #: 2018-01634, Version: 1

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**Title:**

**Contract Supplement: Certificates of Insurance Management Services**

File ID: 2018-01634

**Location:** Citywide

**Recommendation:**

**Recommendation**

Pass a Motion: 1) ratifying \$8,800 paid to Exigis, LLC. for one-time configuration services rendered in July, 2017; 2) authorizing the City Manager or City Manager's designee to execute Supplemental Agreement No. 1 to City Agreement No. 2016-0540 with Exigis, LLC. for certificates of insurance management services, in an amount not to exceed \$197,500, for a new Agreement total not to exceed amount of \$300,000; and 3) resetting the City Manager's authority to issue supplemental agreements for City Agreement No. 2016-0540.

**Contact:** Katherine Robbins, Support Services Manager, (916) 808-1562; Patrick Flaherty, Risk Manager, (916) 808-8587, Department of Human Resources.

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Contract Supplement

**Description/Analysis**

**Issue Detail:** City departments have an ongoing need for certificates of insurance management services. CSAC/Exigis, LLC (Contractor) was awarded a contract for a not-to-exceed amount of \$93,700 for certificate of insurance evaluation services on May 10, 2016. There has been a greater citywide use of the contract than originally estimated. The not-to-exceed amount of the contract has been exceeded and needs to be increased to ratify past citywide expenditures and pay ongoing costs.

**Policy Considerations:** The recommendations in this report are in accordance with the City standards for supplies and services (City Code Section 3.56).

**Economic Impacts:** None.

**Environmental Considerations:** This report concerns administrative activities and governmental fiscal activities that do not constitute a “project” as defined by the CEQA Guidelines Sections 15378 (b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines 15060(c) (3)).

**Sustainability:** None.

**Commission/Committee Action:** Not applicable.

**Rationale for Recommendation:** The City awarded a contract in the amount of \$93,700 to Contractor on May 10, 2016, for a two-year term with one annual renewal option for certificates of insurance services. Staff recommends Council ratify the prior expense in the amount of \$8,800 for the data exchange and daily transmission services and approve Supplemental Agreement No. 1 for Agreement 2016-0540 with the Contractor for an amount of \$197,500, bringing the Agreement’s total not-to-exceed to amount to \$300,000.

**Financial Considerations:** Funding is available in the Department of Human Resources Fiscal Year 2018/19 Operating Budget through June 30, 2019 to pay for the required services. Services received after June 30, 2019, are subject to funding availability in the budget adopted of the applicable fiscal year.

**Local Business Enterprise (LBE):** CSAC/Exigis, LLC is an LBE.