

CITY OF SMYRNA
PURCHASING DEPARTMENT
2800 KING STREET
SMYRNA, GEORGIA 30080
678-631-5337

TO: Kay Bolick, Human Resources Director

FROM: Penny Murphy, Purchasing Manager

DATE: March 15, 2016

SUBJECT: Recommendation - RFP 16-025 Property and Casualty Insurance

The City of Smyrna requested proposals for property and casualty insurance coverage. Bidders were asked to complete a cost proposal form which clearly indicated the various lines, deductibles and premiums. Current coverage levels and deductibles were compared to create a level playing field for all bidders.

Two bids were received, but one was deemed as non responsive because they failed to submit the required cost proposal pricing form, raised the deductibles on some lines which produced lower premiums and failed to submit other required bid documents. It is the recommendation of the Purchasing Department that the City continue with the services of Georgia Interlocal Risk Management Agency (GIRMA) for FY17, beginning May 1, 2016. The numbers are shown below:

<u>BIDDER</u>	<u>TOTAL AMOUNT</u>	<u>EXCEPTIONS</u>
Georgia Interlocal Risk Management Agency (GIRMA)	\$416,106.00 Includes renewal credit	None
J. Smith Lanier & Co.	\$403,791.00 as written	Non Responsive (see above)

It is the recommendation of the Purchasing Department that this bid be awarded to the lowest most responsible and responsive bidder, Georgia Interlocal Risk Management Agency (GIRMA).

Please prepare any necessary paperwork to present to Mayor and Council for approval. We will then prepare a Purchase Requisition and complete contract work/purchase order for these services.