

RESOLUTION NO. 2024-73

A RESOLUTION AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH HARDENBERGH INSURANCE GROUP, MARLTON, NJ FOR RISK MANAGEMENT CONSULTANT SERVICES.

WHEREAS, the City of Vineland is a member of the Gloucester, Salem, Cumberland County Municipal Joint Insurance Fund; and

WHEREAS, the Bylaws of said Fund require that each municipality appoint a Risk Management Consultant to perform various professional services; and

WHEREAS, the City of Vineland advertised for qualifications for Risk Management Consultant Services; and

WHEREAS, the Request was published on the City of Vineland's official newspaper and the City's website and the responses to said Request have been reviewed and evaluated by the Business Administrator; and

WHEREAS, it has recommended that a Professional Services Agreement for the required services be awarded to Hardenbergh Insurance Group, Marlton, NJ, for a term of one year from February 1, 2024 through January 31, 2025 based upon the proposal received, pursuant to a fair and open process; and

WHEREAS, compensation for any insurance coverages authorized by the City to be placed outside the Fund, the Consultant shall receive as compensation the normal brokerage commissions paid by the insurance company. A flat fee shall be paid by the City for all other services rendered which may not exceed 6% of the City's assessment by the Fund; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that Hardenbergh Insurance Group, Marlton, NJ be appointed as Risk Management Consultant for a term of one year from February 1, 2024 through January 31, 2025 and until a successor has been appointed and qualified.

BE IT FURTHER RESOLVED that the Business Administrator and City Clerk are hereby authorized and directed to execute Agreements in a form to be approved by the City Solicitor.

Adopted:

President of Council

ATTEST:

City Clerk



BID EVALUATION FORM

DEPARTMENT Administration/Risk Mgt Date: 2/13/2024

The undersigned recommends that a contract be awarded for the following:

1. Bid Title: Risk Mgt Consulting Services
2. Amount to be Awarded: 6%
 Encumber Total Award
 Encumber by Supplemental Release
3. Engineer's Estimate: _____
4. Amount Budget: \$ _____
5. Account Number to be Charged: _____
6. Date Bids Received: January 2024
7. Date to be Awarded: asap
8. Recommended Vendor: Hardenbergh Insurance Group
9. Is Recommended Vendor the Apparent Lowest Bidder? Yes No
10. Comments/Special Instructions:
11. Evaluation Performed by: Bob Dickenson/Linda Gomez
12. Approved By: Robert E. Dickenson, Jr.
13. Attached: (Check-Off List)
 Tabulation of Bids
 Justification for Vendor Recommendation (if applicable)
 Evaluation Data (if applicable)

Send copies to:
Purchasing Department
Business Administration

Risk Management Consulting Services

Hardenbergh Ins Group	Connor Strong & Buckelew	Alamo Ins Group Inc.
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Proposal Evaluation Criteria Mark-up

1. Experiences & reputation in the field including to what extent the Firm will rely on in-house resources vs. contracted resources. **(10 Points)**

✓	✓	✓
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2. Knowledge of the City of Vld & the subject matter to be addressed under the contract. **(30 points)**

✓		✓
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3. Proximity to the City & Availability to accommodate any required meetings of the city. **(20 points)**

✓	✓	
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4. Other factors as may be demonstrated to be in the best interest in the City. **(10 points)**

✓	✓	✓
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5. Cost criteria including the following: **(30 points)**


- Fee schedule for scope of work
- Fee structure for all staff assigned to work for this transaction
- Detailed Firm billing Procedures & Rates as to overhead & out-of-pocket expenses
- Describe any other Fee that would be relevant for this project

✓	✓	✓
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Total Points:

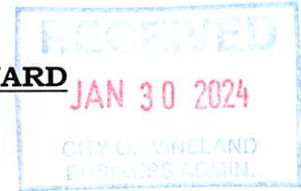
100	70	80
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Approved By: _____

[Handwritten Signature]


Business Administrator

PURCHASING AGENT RECOMMENDATION AWARD
COV RFQ # 2024-01



Proposals were received and opened Tuesday, January 30, 2024 at 1:00 PM for Risk Management Consultant Services from the following:

Hardenbergh Insurance Group
Connor Strong & Buckelew
Alamo Insurance Group, Inc.



Comments: All bidders submitted required documents.

Recommendation: The using department needs to review the proposals for compliance with the technical specifications of the proposal and evaluate the vendors per the criteria attached. If the bidder meets all the requirements of the specifications and criteria, then you can send up your request for award.

Jeanine N. Meneghetti, QPA
Purchasing Agent

“AGREEMENT”
RISK MANAGEMENT CONSULTANT
TRICO JOINT INSURANCE FUND

This agreement, entered into this _____ day of **January 2024**, between the **City of Vineland** (hereinafter referred to as Municipality) and **Hardenbergh Insurance Group** (Individual, Partnership, Corporation) of the State of New Jersey, having its principal office at **8000 Sagemore Dr., Suite 8101, Marlton, NJ 08053** (hereinafter referred to as the Consultant).

WHEREAS, the Consultant has offered to the **Municipality** professional risk management consulting services as permitted in the Bylaws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund, and

WHEREAS, the **Municipality** desires these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held **January _____, 2024**;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees to provide Professional Risk Management services to the Municipality as follows:
 - A) The Consultant shall assist the **Municipality** in identifying its insurable exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
 - B) The Consultant shall assist the **Municipality** in understanding and selecting the various coverages and limits available from the Atlantic County Municipal Joint Insurance Fund.
 - C) The Consultant shall review with the MUNICIPALITY any additional types of coverage that the Consultant believes the MUNICIPALITY should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the MUNICIPALITY.
 - D) The Consultant shall assist the MUNICIPALITY in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
 - E) The Consultant shall review the MUNICIPALITY’s annual assessment as prepared by the Fund and shall assist the MUNICIPALITY in the preparation of its annual insurance budget.
 - F) The Consultant shall review the loss and engineering reports for the MUNICIPALITY and shall assist the Safety Committee in its loss containment objectives within the MUNICIPALITY.

- G) The Consultant shall assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
 - H) The Consultant shall perform any other services required by the Fund's Bylaws.
2. The term of this agreement shall be for one (1) year from the **first day of February 2024** or from the effective date of coverage, unless terminated as hereinafter provided in this agreement.
 3. The Municipality authorizes the Fund to pay its Consultant as compensation for services rendered an amount equal to **Six Percent (6%)** of the Municipality's annual assessment as promulgated by the Fund. Said fee shall be paid within 30 days of payment of the member's assessment. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
 4. For any coverages, authorized by the **Municipality**, to be placed outside of the Fund, the Consultant shall receive as his full compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Item 3 above.
 5. Either party may cancel this Agreement, with cause, at any time by mailing to the other written notice calling for termination at any time not less than ninety (90) days thereafter. Fees shall be pro-rated to the date of termination.

ATTEST: _____
(signature)

MUNICIPALITY: _____
(Business Administrator)

PRINT NAME: _____

PRINT REP NAME: _____

ATTEST: _____
(signature)

CONSULTANT: _____
(Jon Sharp)

PRINT NAME: _____

PRINT NAME: _____

PRINT FIRM: Hardenbergh Insurance Group

DATE: _____