



November 22, 2023

BCC Agenda Date/Item: _____

Board of County Commissioners
 Acting as the governing body of Water Environment Services
 Clackamas County

Approval of Amendment #2 with Brown & Brown of Oregon, LLC for comprehensive insurance brokerage and risk management consulting services. Amendment value is \$165,124 for four years. Total contract value is \$277,768 for six years. Funding is through Water Environment Services Sanitary Sewer & Surface Water Operating Funds. No County General Funds are involved.

Previous Board Action/Review	Presented at Issues – November 21, 2023.		
Performance Clackamas	1. This project supports the WES Strategic Plan to provide Enterprise Resiliency, Infrastructure Strategy and Performance, and Operational Optimization. 2. This project supports the County’s Strategic Plan of building a strong infrastructure that delivers services to customers and honors, utilizes, promotes and invest in our natural resources.		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Erin Blue	Contact Phone	503-742-4585

EXECUTIVE SUMMARY: Brown & Brown of Oregon, LLC has served as Clackamas Water Environment Services’ (WES’) insurance agent of record since January 2021. Throughout this term, they have provided comprehensive insurance brokerage and risk management consulting services including coordination of WES’ annual property and liability insurance renewal, risk assessments and consultations, and claims and coverage assistance, all of which have been instrumental in managing WES’ insurance needs. The original contract, which is set to expire on December 31, 2023, provided an option for two additional two year renewals. This amendment exercises the option for both two-year renewals, extends the term of the current contract to December 31, 2027, and adds additional compensation of \$165,124. The \$165,124 in additional compensation includes an annual escalation in the fixed fee of 3% per year, as allowed in the original contract.

RECOMMENDATION: Staff recommends approval of Amendment #2 for contract #3646 with Brown &

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Brown of Oregon, LLC for comprehensive insurance brokerage and risk management consulting services.

Respectfully submitted,

A handwritten signature in blue ink that reads "Greg Geist". The signature is written in a cursive style with a long horizontal stroke at the end.

Greg Geist
WES Director

Attached: Amendment #2 for Brown & Brown Contract #3646

AMENDMENT #2
TO THE CONTRACT DOCUMENTS WITH BROWN & BROWN OF OREGON, LLC FOR
COMPREHENSIVE INSURANCE BROKERAGE AND RISK MANAGEMENT
CONSULTING SERVICES
Contract #3646

This Amendment #2 is entered into between **Brown & Brown of Oregon, LLC** (“Contractor”) and Water Environment Services (“District”) and shall become part of the Contract documents entered into between both parties on **January 21, 2021** (“Contract”).

The Purpose of this Amendment #1 is to make the following changes to the Contract:


1. ARTICLE I, Section 1. **Effective Date and Duration** is hereby amended as follows:
District is exercising the option to renew this Contract for both of the two (2), 2-year renewal options. The Contract End Date is hereby changed from December 31, 2023 to **December 31, 2027**.

2. ARTICLE I, Section 3. **Consideration** is hereby amended as follows:
In Consideration for Contractor performing Work during the extended term of this Contract, District shall pay Contractor an amount not to exceed \$165,124.00. This amount includes the allowable requested annual escalation of the fixed fee over the prior year fixed fee (Year 2024: \$39,469.00, Year 2025: \$40,653.00, Year 2026: \$41,873.00, and Year 2027: \$43,129.00). Contractor’s Fee Quote is attached hereto as Exhibit “A” and hereby incorporated by reference. The Total Contract compensation shall not exceed \$277,768.00.

ORIGINAL CONTRACT	\$ 111,644.00
AMENDMENT #1	\$ 1,000.00
<u>AMENDMENT #2</u>	<u>\$ 165,124.00</u>
TOTAL AMENDED CONTRACT	\$ 277,768.00

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #2, effective upon the date of the last signature below.

Brown & Brown of Oregon, LLC

DocuSigned by:

 BCFGAC9B44CF405...
 Authorized Signature Date

Jessica Getman
Printed Name

Water Environment Services

Chair Date

Recording Secretary

Approved as to Form


 _____ 10/23/23
 County Counsel Date

Exhibit A
Contractor's Fee Quote



10/9/2023

Ms. Erin Blue
Finance Manager
Clackamas Water Environment Services
150 Beaver Creek Rd #430
Oregon City, OR 97045

Re: Brown & Brown Quotation

Dear Erin,

As you are aware, Brown & Brown serves as the insurance agent of record for Clackamas Water Environment Services. At your request, we are formally submitting our proposal to continue our service to WES for 2024, 2025, 2026 and 2027.

Our fee quote is as follows:

2024 - \$39,469
2025 - \$40,653
2026 - \$41,873
2027 - \$43,129

Please let me know if you have any questions.

Sincerely,

DocuSigned by:

0803DAFAF1AA49D...

Ron Cutter
Sr. Vice President/Public Sector Practice Leader
Brown & Brown