



Evelyn Minor-Lawrence

Director

PUBLIC SERVICES BUILDING

2051 Kaen Road | Oregon City, OR 97045

January 4, 2024

BCC Agenda Date/Item: _____

Board of County Commissioners
Clackamas County

Approval of Amendment #1 to a Contract with Brown & Brown of Oregon LLC for comprehensive insurance and risk management consulting services. Amendment value is \$180,574 for four years, contract value is increased to \$302,664 for seven years. Funding through Risk Management Claims Fund Balance and departmental cost allocations, which includes a small portion of County General Funds.

Previous Board Action/Review	Briefed at Issues - January 3, 2024		
Performance Clackamas	1. Which indicator of success does this item affect?		
Counsel Review	Yes	Procurement Review	Yes
Contact Person	Eric Machado	Contact Phone	503-655-8576

EXECUTIVE SUMMARY: Brown & Brown of Oregon, LLC has served as Clackamas County’s insurance agent of record since January 2021. Throughout this term, they have provided comprehensive insurance brokerage and risk management consulting services including coordination of the County’s annual insurance renewals, risk assessments and consultations, and claims and coverage assistance, all of which have been instrumental in managing the County’s 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 \$180,574. The \$180,574 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 #1 for contract #3645 with Brown & Brown of Oregon, LLC for comprehensive insurance brokerage and risk management consulting services.

Respectfully submitted,

Evelyn Minor-Lawrence, IPMA-CP

Digitally signed by Evelyn Minor-Lawrence, IPMA-CP
Date: 2023.12.27 17:13:01 -08'00'

Evelyn Minor-Lawrence
HR Director

For Filing Use Only

Attached: Amendment #1 for Brown and Brown Contract #3645

AMENDMENT #1
TO THE CONTRACT DOCUMENTS WITH BROWN & BROWN OF OREGON, LLC FOR
COMPREHENSIVE INSURANCE BROKERAGE AND RISK MANAGEMENT CONSULTING
SERVICES
Contract #3645

This Amendment #1 is entered into between **Brown & Brown of Oregon, LLC** (“Contractor”) and Clackamas County (“County”) and shall become part of the Contract documents entered into between both parties on **January 7, 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:
 County is exercising the option to renew this Contract for both 2-year renewal options. The Contract termination 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, County shall pay Contractor an amount not to exceed \$180,574.00. This amount includes the allowable requested annual escalation of the fixed fee over the prior year fixed fee (Year 2024: \$43,162.00, Year 2025: \$44,457.00, Year 2026: \$45,791.00, and Year 2027: \$47,164.00), as further described in Contractor’s Fee Quote, attached hereto as **Exhibit A to this Amendment #1**, attached hereto and incorporated by reference herein. The total Contract compensation shall not exceed \$302,664.00.

ORIGINAL CONTRACT	\$ 122,090.00
<u>AMENDMENT #1</u>	<u>\$ 180,574.00</u>
TOTAL AMENDED CONTRACT	\$ 302,664.00

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 #1, effective upon the date of the last signature below.

Brown & Brown of Oregon, LLC

DocuSigned by:

 BCF6AC0B44CF405...
 Authorized Signature _____ Date _____

Jessica Getman

 Printed Name

Clackamas County

 Chair _____ Date _____

 Recording Secretary

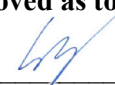
Approved as to Form:

 _____ 12/11/2023
 County Counsel _____ Date

Exhibit A
Contractor's Fee Quote



11/20/2023

Mr. Eric Machado
Risk Manager
Clackamas County Human Resources
2051 Kaen Road
Oregon City, OR 97045

Re: Brown & Brown Quotation

Dear Eric,

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

Our fee quote is as follows:

2024 - \$43,162

2025 - \$44,457

2026 - \$45,791

2027 - \$47,164

Please let me know if you have any questions.

Sincerely,

DocuSigned by:

Ron Cutter

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