

December 9, 2004

05-037

AUTHORIZE CONTRACT EXTENSION - INSURANCE  
AGENT OF RECORD CONTRACT WITH JBL&K FOR  
PROPERTY AND LIABILITY INSURANCE SERVICES

PREPARED BY: Roger Cardinal, Manager, Procurement & Risk Services

FINANCIAL  
RESPONSIBILITY: Roger Cardinal, Manager, Procurement & Risk Services

APPROVED BY: Randy McEwen, Vice-President, Administrative Services  
Dr. Preston Pulliams, District President

REPORT: At the Board's December 13, 2001 meeting, the Board awarded a contract to JBL&K Insurance to act as the College's Insurance Agent of Record (AOR) for non-benefit related insurance (property and liability). Resolution 02-055 awarded the contract for an initial three (3) year period through December 31, 2004. At the option of the College, the contract may be extended for an additional two (2) years through December 31, 2006, for a not-to-exceed five (5) year total term.

The services this AOR provides are: preparing the specifications for insurance coverage, seeking competitive proposals from insurance carriers, providing technical support in the continuing analysis and processing of insurance needs, and some claims adjustment services.

Per Board Policy B 202, at least once every three years the Board will review its contracts with legal counsel, auditors and insurance agents. Board authorization is therefore required to extend this contract beyond the original three year term.

RECOMMENDATION: That the Board of Directors authorize the extension of the contract to JBL&K Insurance to continue to provide AOR services for the College's property and liability insurance program for an additional two (2) years through December 31, 2006. The annual fees paid for the extension years will be: \$39,000 for 2005, and \$40,500 for 2006. Fees for these services will be paid from the General Fund.