



CITY OF WASILLA

290 E. HERNING AVE.
WASILLA, ALASKA 99654-7091
PHONE: (907) 373-9050
FAX: (907) 373-9085

COUNCIL MEMORANDUM NO. 97-19

FROM: John Cramer, Deputy Administrator
Dave Chappel, Councilmen
Dean Baugh, Senior Accountant

DATE: April 2, 1997

SUBJECT: Professional Services for Insurance Services

The City solicited proposals from qualified insurance professionals to provide insurance services on an hourly basis. The contract period would be April 1, 1997 through March 31, 2000. Payments to be made July 15, 1997 through June 30, 2000 on monthly billings.

The City received two proposals in a timely manner:

1. Willis Corroon, Insurance Brokerage Service
2. Brady & Company Insurance Brokers

After reviewing both proposals, it is the recommendation of this committee that Council award this contract to Willis Corroon, Insurance Brokerage Services.

Cost of service would be as presented in section 6 of their proposal. Minimum contract fee of \$5,000, includes up to 50 hours of the combined primary account teams professional time. Travel and lodging expenses incurred outside the Municipality of Anchorage or Greater Wasilla area will be billed in addition to the contract fee. Professional services required beyond 50 hours will be billed on an hourly basis (Section 6 attached).

APPROVED

DATE: 4/14/97

BY: [Signature]



VI. COST OF SERVICES

Willis Corroon requires a minimum contract fee of \$5,000. This will include *up to* 50 hours of the combined primary account team professionals' time. Travel and lodging expenses incurred outside the Municipality of Anchorage or Greater Wasilla area will be billed in addition to the contract fee.

Professional services required beyond 50 hours will be billed on an hourly basis based upon the following schedule:

Account Executive	\$150 / hr.
Account Manager	\$75 / hr.
Claims Specialist	\$75 / hr.
Loss Control Consultant	\$120 / hr.

Specialists' services will be billed on an hourly basis based upon the following schedule:

Senior Claims Consultant	\$140 / hr.
ARMS Actuaries and Specialists	\$150 - \$220 / hr.

Varies depending upon project and level of expertise required.

Special projects such as earthquake analyses will be quoted upon determination of project specifications.

