



City of Boise Resolution Change Order

Purchasing
150 N Capitol Blvd
Boise, ID 83702
(208) 972-8531

TO: Mayor and Council
FROM: Colin Millar, Purchasing
NUMBER: RES-441-19
DATE: September 11, 2019
SUBJECT: CO#4 EX 15-021: Workers' Compensation 3rd Party Administration; Human Resources; NTE \$50,000.00

BACKGROUND:

This contract is for self-insurance workers' compensation claims third party administration services. This purchase is warranted to provide claims administration services for workers' compensation claims filed by City employees. The City is required to maintain a resident licensed claim adjuster located within the state of Idaho per regulations of the Industrial Commission contained in the Idaho Administrative Procedures Act.

The City has a self-insurance workers' compensation claims program that includes an excess workers' compensation and employers' liability insurance policy with a \$500,000 self-insured retention. The City relies on a third-party claims administrator for assistance with claims investigation, claims administration, paying compensation benefits due, and claims resolution.

RECOMMENDATION:

Approval of Change Order #4 to increase EX 15-021; Workers' Compensation 3rd Party Administration amount for \$50,000.00. The original contract amount was NTE \$108,191.00, which was approved by City Council on September 16, 2014. Renewal #1 was approved on September 29, 2015, for \$108,191 for FY16. Change Order #1 for \$12,796.00 was approved on September 27, 2016. Renewal #2 was approved on August 23, 2016, resetting the contract total to \$115,000 for the new contract term, FY17. Change Order #2 for \$20,000 was approved on September 19, 2017, increasing the contract amount to \$135,000. Renewal #3 was approved on September 19, 2017 and increased the contract total to \$150,000 for the new contract term, FY18. Change Order #3 (prepared on 9/12/18 and mislabeled Change Order #1) for \$14,850 was approved September 14, 2018. Renewal #4 was approved on June 5, 2018 and reset the

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contract total to \$135,000 for the new contract term, FY19.

Change Order #4 will increase the contract amount for FY19 to \$185,000.00 and represents a 37.04% increase to the FY19 contract amount (Renewal #4). This change order will increase the not to exceed amount of this contract, to account for additional workers' compensation claims and an approved pricing schedule, to \$185,000.00 and extends the contract term to December 31, 2019.

FINANCIAL IMPACT:

Department has confirmed sufficient funding is available for this obligation.

ATTACHMENTS:

- EX 15-021 Change Order #4 Final Executed Document (PDF)

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Resolution NO. RES-441-19

BY THE COUNCIL

CLEGG, LUDWIG, MCLEAN, SANCHEZ,
THOMSON AND WOODINGS

A RESOLUTION APPROVING CHANGE ORDER NUMBER 4 TO EX 15-021, WORKERS' COMPENSATION 3RD PARTY ADMINISTRATION, BETWEEN THE CITY OF BOISE CITY (HUMAN RESOURCES-RISK AND SAFETY DIVISION) AND INTERMOUNTAIN CLAIMS, INC.; AUTHORIZING THE MAYOR AND CITY CLERK TO RESPECTIVELY EXECUTE AND ATTEST SAID CHANGE ORDER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Finance and Administration and Human Resources Department staff recommend approval of Change Order #4 for EX 15-021; Workers' Compensation Third Party Administration, to Intermountain Claims, Inc.; and

WHEREAS, during their meeting of September 16, 2014, the City Council followed staff recommendation and awarded Resolution No. 420-14, to Intermountain Claims, Inc.; and

WHEREAS, on September 29, 2015, Renewal No. 1 in the amount of \$108,191.00 was approved by Council (RES-512-15); and

WHEREAS, on September 27, 2016, Change Order No. 1 in the amount of \$12,796.00 was approved by Council (RES-472-16); and

WHEREAS, on August 23, 2016, Renewal No. 2 in the amount of \$115,000.00 was approved by Council (RES-363-16); and

WHEREAS, on September 19, 2017, Change Order No. 2 in the amount of \$20,000.00 was approved by Council (RES-465-17); and

WHEREAS, on September 19, 2017, Renewal No. 3 in the amount of \$150,000.00 was approved by Council (RES-471-17); and

WHEREAS, on June 5, 2018, Renewal No. 4 in the amount of \$135,000.00 was approved by Council (RES-243-18); and

WHEREAS, on September 14, 2018, Change Order No. 3 (prepared on 9/12/18 and mislabeled Change Order #1) in the amount of \$14,850.00 was approved by City staff; and

WHEREAS, this change order is for additional services through December 31, 2019; and

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WHEREAS, the above-described work/services requested constitute an adjustment to time, cost, or the scope of or amount of work that is within the parameters of the original contract as awarded.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BOISE CITY, IDAHO:

Section 1. That Change Order Number 4 by and between the city of Boise City and Intermountain Claims, Inc., for EX 15-021 Workers' Compensation Third Party Administration, attached hereto and incorporated herein by reference, be, and the same is hereby, approved as to both form and content.

Section 2. That the Mayor and City Clerk be, and they hereby are, authorized to respectively execute and attest said Change Order for and on behalf of the city of Boise City.

Section 3. That this Resolution shall be in full force and effect immediately upon its adoption and approval.

ADOPTED by the Council of Boise City, Idaho, on September 17, 2019.

APPROVED by the Mayor of the Boise City, Idaho, on September 17, 2019.

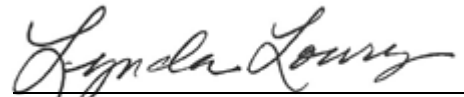
APPROVED:



David H. Bieter, Mayor



ATTEST:



Lynda Lowry, Ex-Officio City Clerk