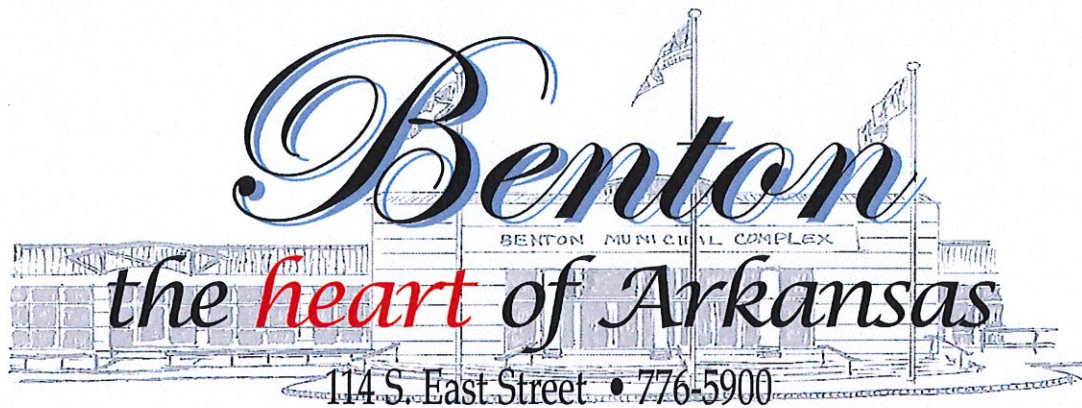


# BENTON CITY COUNCIL

## SPECIAL CALLED MEETING

AUGUST 6, 2019

5:30 PM



BENTON MUNICIPAL COMPLEX  
114 SOUTH EAST STREET  
COUNCIL CHAMBERS

**TOM FARMER, MAYOR**

**Benton City Council Meeting**

**Special Session**

**August 6, 2019**

**5:30 PM**

**AGENDA**

- |             |   |                                |
|-------------|---|--------------------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>  | <b>Mayor Tom Farmer</b>        |
| <b>II.</b>  | <b>INVOCATION</b>   | <b>Council Member Hamm</b>     |
| <b>III.</b> | <b>PLEDGE OF ALLEGIANCE</b>   | <b>Council Member Herzfeld</b> |
| <b>IV.</b>  | <b>RESOLUTION NO. 62 OF 2019</b>  | <b>Council Member Donnor</b>   |
|             | <i>A RESOLUTION AWARDING A CONSULTING CONTRACT TO<br/>ROBERSON &amp; ASSOCIATES INSURANCE FOR THE SELECTION<br/>OF GROUP INSURANCE FOR CITY EMPLOYEES; AND FOR OTHER<br/>PURPOSES</i> |                                |
| <b>V.</b>   | <b>ADJOURN</b>  |                                |

RESOLUTION NO. 62 OF 2019

A RESOLUTION AWARDING A CONSULTING CONTRACT TO  
ROBERSON & ASSOCIATES INSURANCE FOR THE SELECTION  
OF GROUP INSURANCE FOR CITY EMPLOYEES; AND FOR  
OTHER PURPOSES

WHEREAS, the City of Benton, after having advertised for proposals for insurance consulting services, has determined that the proposal submitted by Roberson Associates Insurance, which is a local company, is the most acceptable proposal for insurance consulting services and that the City should award the contract to this company. A copy of the Request for Proposals is attached hereto marked as Exhibit "1".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Benton, Arkansas, that:

SECTION 1: The proposal of Roberson Associates Insurance is the most acceptable proposal for providing group insurance consulting services.

SECTION 2: The Mayor is authorized to execute, on behalf of the City of Benton a contract for insurance consulting services with Roberson & Associates Insurance and to execute such other documents as may be necessary and convenient to accomplish this purpose. A copy of the contract is attached hereto as Exhibit "2" and is incorporated now by reference as if stated word for word.

SECTION 3: The Mayor is likewise authorized on behalf of the City to pay any amounts which may become due and payable under the contract. It is recognized that any sums which may become due and payable shall be divided equally between the City General Fund and the Public Utility Commission.

PASSED AND APPROVED this the \_\_\_\_\_ day of August, 2019.

\_\_\_\_\_  
Tom Farmer, Mayor

\_\_\_\_\_  
Cindy Stracener, City Clerk



Office of Administrative Services  
114 S. East Street  
Benton, AR 72015

## Request for Proposals

<b>Bid Number:</b> RFP 2019-10	<b>Buyer:</b> Cynthia Nesbitt, Purchasing Coordinator
<b>Commodity:</b> Employee Benefits Brokerage Consulting Services	<b>Bid Opening Date:</b> Monday, July 19, 2019
<b>Department:</b> Human Resources	<b>Bid Opening Time:</b> 10:00 a.m.
<b>Date Issued:</b> July 2, 2019	

All proposals will be accepted until the time and date specified above. All proposals must be placed in a sealed package clearly marked on the outside **"Sealed Employee Benefits Brokerage Consulting Services"**. The envelope should be properly addressed to the City of Benton with the Proposer's name and address indicated outside on the sealed package. An unsigned proposal will be considered non-responsive.

<b>Mailing Address:</b>	<b>Bid Opening Location:</b>
PO Box 607	114 S. East Street
Benton, AR 72018	Benton, AR 72015

---

Printed Name of Company

---

Company Address

---

Telephone Number

---

Fax Number

---

E-Mail Address

---

Printed Name of Authorized Signature

---

Date

---

Authorized Signature

---

Date

## Section 1 – General Information

**Background:** The City of Benton is a municipal government organization. The City has multiple departments that are stationed at different locations within the city. The departments are as follows: Mayor/Elected Officials, City Clerk, City Attorney, Information Technology, Communications, Police, Fire, Economic Development, Community Development, Street, Animal Control, Administrative Services, Human Resources, and Parks.

Benton Utilities is governed by the Benton Public Utility's Commission (PUC). This Commission was formed based on City of Benton Ordinance 46 of 2004. It consists of a group of unpaid citizens interested in Utilities, they bring many years of knowledge and experience in various areas relating to utilities. Commissioners serve five (5) year terms, they are appointed by the City Council, and must be residents of the City. The Benton Utilities commissioners have management responsibility over the Electric Department, Water Department, Sewer Department, Billing Service Department and Purchasing Department with regard to long-term planning, personnel requirements and operational needs. The PUC cannot set utility rates or issue bonds for the Utility Department, this right was reserved for the City Council by Ordinance 46 of 2004 which formed the Commission.

The City of Benton currently has approximately 230 benefit eligible employees and 27 retirees. Benton Utilities currently has approximately 82 benefit eligible employees and 9 retirees. The City and Benton Utilities are separate groups and offer the following benefit options to active benefit eligible employees, and all plans renew with an effective date of January 1st:

- Municipal Health Benefit Fund (Medical, Prescription and Dental)
- EyeMed through Municipal Health Benefit (Vision)
- Southwest Employee Assistance Program (EAP)
- American Fidelity (Section 125, Flex Spending & Supplemental)
- Reliance Standard (Life and AD&D)
- MetLife (Life and AD&D when enrolled in Health Insurance Plan)
- Lincoln Financial (LTD for non-uniformed personnel)
- Security Benefit 457 Deferred Compensation Plan
- Nationwide 457 Deferred Compensation Plan
- LOPFI for uniformed employees
- City Pension for non-uniformed employees

Retirees can elect to continue medical, dental and vision insurance coverage until attaining Social Security Retirement age.

**Caution to Bidders:**

1. Vendors **must** submit two (2) signed, original RFP responses on or before the date specified on page one.
2. The City of Benton has the right to award this proposal to any Proposer regardless of proposal price. Proposals may not be withdrawn within 60 days after the proposals are opened. Proposal processes shall be in accordance with state law.
3. The City of Benton reserves the right to award a contract or reject any or all proposals and to waive any and all informalities associated with the proposal, if it is in the best interest of the City to do so. Bids may be rejected for one or more reasons not limited to the following:
  - a. Failure of the vendor to submit bid on or before the deadline established by this RFP.
  - b. Failure to sign the Official RFP Document.
  - c. Failure to complete the Official RFP Price Sheet.
  - d. Any wording by the vendor in their response to this RFP which conflicts with or takes exception to a requirement in the RFP.
  - e. Failure of any proposed goods or service to meet or exceed the specifications.
4. Please note that the City of Benton is not asking for, nor authorizing, your soliciting quotes for insurance carriers.

**Equal Employment Opportunity Policy:** The City of Benton does not discriminate because of race, sex (including pregnancy), religion, color, handicap, national origin, age, genetic information or political affiliation and complies with the requirements of the Americans with Disability Act.

**Delivery of Response Documents:** It is the responsibility of vendors to submit bids at the place, and on or before the date and time, set in the RFP solicitation documents. RFP documents received after the date and time designated for bid opening are considered late bids and shall not be considered.

**Evaluation and Award:** After complete evaluation of the proposals, the anticipated award will be posted to the City of Benton Purchasing website.

## **General Terms and Conditions for Proposals**

1. **Restrictive or Ambiguous Specifications:** It is the responsibility of the prospective Proposer to review the entire RFP packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications of proposal procedures must be received in the Purchasing Department not less than seventy-two (72) hours prior to the time set for proposal opening. These requirements also apply to specifications that are ambiguous.
2. **Taxes:** *Make sure to include all sales, use, and all other applicable taxes in your proposal.*
3. **Liabilities:** The Proposer shall hold the City of Benton, its officers, elected officials, agents, servants, and employees, harmless from liability of any nature or kind because of use of any copyrighted or un-copyrighted composition, secret, process, patented or unpatented invention, articles or appliances furnished or used under this proposal, and agrees to defend, at his own expense, any and all actions brought against the City of Benton because of the unauthorized use of such articles.
4. **Terms and Conditions:** In the event of a conflict between the proposal specifications and these terms and conditions the specifications will govern.
5. **Warranties:** All warranty information must be furnished.
6. **Alternate Proposals:** Alternate proposals are not acceptable and will be rejected unless authorized by the invitation to proposal. Alternate proposals are defined as proposals that do not comply with the proposal terms, conditions, and specifications. Proposers may submit more than one proposal providing that all such proposals comply with proposal terms, conditions, and specifications.
7. **Public Access to Procurement Information:** All public records pertaining to purchasing shall be open for inspection during normal business hours. Information relating to the award of a particular contract shall be public only after evaluation of that proposal or proposal has been completed.

**Definitions:**

**"Applicant"** - Proposer

**"City" or "City of Benton"** – The City of Benton, Arkansas

**"Respondent"** - the individual, firm, partnership, joint venture or corporation which submits a proposal to the City of Benton in response to this RFP

**"RFP"** - Request for Proposals

## Section 2 – Specific Requirements

Respondents must complete the following qualifications:

1. Names of three (3) references that are either currently providing similar services or services have been performed in the last two (2) years; reference information must contain a contact name and phone numbers.

<b>Business Name:</b>
<b>Business Address:</b>
<b>Contact Person and Phone:</b>
<b>Email Address:</b>

2. A summary of your business/organization/firm to include resources available to meet the City's and Benton Utilities needs.
3. Professional qualifications of the individual(s) directly assigned to the City and Benton Utilities to include education, experience, professional affiliations, and any relevant certifications.
4. Statement regarding the availability and response time the City and Benton Utilities may expect from both the primary representative and other staff.
5. Statement regarding experience primary representative has in the areas listed in the Scope of Services section.
6. The City and Benton Utilities may require that any individual or business/organization/firm selected to provide these services become a licensed agent of any insurance company providing coverages. This arrangement is designed to allow for commissions required by the insurance company's practices or State law to be used to offset the consulting fees for these services. Please state whether your business/organization/firm can meet requirements under Arkansas law for licensing with various insurance



companies doing business in this state. In response to this condition also include:

- A. Statement of your business'/organization's/firm's willingness to accept this arrangement for the purpose of this Agreement; and
- B. A list of major insurers whose requirements for agent status you currently meet.

## IMPORTANT INFORMATION

It is to be understood that the business/organization/firm or individual representing such an entity shall be prohibited from participating directly or indirectly in competition to become an underwriter or provider of employee benefits for the City of Benton and Benton Utilities during the lifetime of this Agreement except as noted in specification 6 (A-B) under Specific Requirements.

No statement regarding fees may be included in the body of the qualifications provided; if included such information must be provided in a separate, sealed envelope which will only be opened after review of qualifications is complete.

Depending on the qualifications submitted, selection may be a function of the qualifications of one (or more) key Account Representative(s). If for any reason that person(s) is no longer available to provide the services required the City and Benton Utilities reserve the right to cancel any Agreement subsequent to this RFP and issue another RFP. The City also reserves the right to change any and all Agent of Record designations for any reason if deemed in the best interest of the City.

All responses submitted must be in accordance with the terms and conditions as outlined in this Request for Proposal (RFP); materials submitted must be in the format and order specified. Proposals submitted will become public record and all materials not reasonably considered proprietary will be subject to the Arkansas Freedom of Information Act.

## TERM OF AGREEMENT

The initial term of this Agreement will be for twelve (12) months beginning on or as soon as possible after July 22, 2019. If all parties agree to extend the provisions of this Agreement it will be done without the necessity of rebidding. Under no circumstances shall this Agreement be extended through mutual consent for more than three (3) years without going through another competitive bidding process.

## Section 3 – Scope of Services

The City of Benton and Benton Utilities are seeking to contract with a brokerage and consulting firm to provide employee benefits plan services. Specific responsibilities include, but are not limited to:

1. Assisting the City and Benton Utilities in administering all group insurance plans, responding to questions from and providing information to staff, and providing other consulting services during the course of the plan year.
2. Researching and advising the City and Benton Utilities of any new developments in the law and employee benefit programs on an ongoing basis.
3. Reviewing claims experience, claim service, and claim administration to ensure maximum benefit to the City and Benton Utilities.
4. Determining and recommending the most economical funding methods for the benefit programs.
5. Representing the City and Benton Utilities in all negotiations with providers on all issues including those related to premiums, benefit levels, plan design, and special terms and conditions.
6. Meeting with and providing reports to various City and Benton Utilities representatives including Human Resources staff, as well as City Council and Elected Officials when requested.
7. Assisting the City and Benton Utilities with the implementation and communication of new programs or changes to existing programs, which will include attending and presenting information at Open Enrollment meetings.
8. As requested by the City and Benton Utilities, preparing bid specifications and soliciting proposals from insurance providers that specialize in group insurance plans as needed. Evaluate bids and bidders, including administration, claim payment procedures, customer service, network, reserve establishment policies, financial soundness, and identifying the most cost-beneficial package from among the various bidders.
9. Providing Cobra Administration for the City and Benton Utilities during the length of the contract.
10. Providing consulting and technical support, as available, to implement an Online Benefits Open Enrollment service to employees.

11. Interfacing with insurance carriers as needed to assist the City and Benton Utilities in the resolution of problems associated with the benefit programs.

12. Providing access to the Department of Human Resources for answers to day-to-day issues relating to benefits plan.

Questions and requested for clarification regarding this RFP may be submitted no later than noon, July 16, 2019 to:

City of Benton  
Christiane Crabtree  
Human Resources Manager  
114 S East Street  
Benton, AR 72015  
501-776-8060  
[ccrabtree@bentonar.org](mailto:ccrabtree@bentonar.org)