

**CLARK COUNTY BOARD OF COMMISSIONERS  
AGENDA ITEM**

**Petitioner:** Jessica Colvin, Chief Financial Officer  
Les Lee Shell, Deputy County Manager

**Recommendation:**

**Approve an Amendments to the Contracts with Dixie Leavitt Agency, Inc dba Leavitt Insurance Agency and Willis Towers Watson Insurance Services West, Inc., for RFP No. 604982-18, for Insurance Brokerage Services for Cyber Liability, Property, Crime, Boiler and Machinery Insurance and Miscellaneous Bonds as Required and Insurance Brokerage Services for Excess General Liability and Excess Workers' Compensation Insurance; and authorize the Chief Financial Officer or her designee to sign the Amendments; or take other action as appropriate. (For possible action)**

**FISCAL IMPACT:**

Fund #:	6530.000	Fund Name:	CC Worker's Compensation & Occupational Safety
Fund Center:	1020530000	Funded PGM/Grant:	N/A
Amount:	\$95,917.50		
Description:	Insurance brokerage services/Fixed fee for service		
Additional Comments:	None		

Fund #:	6610.000	Fund Name:	Liability Insurance Pool
Fund Center:	1020502000	Funded PGM/Grant:	N/A
Amount:	\$240,859.50		
Description:	Insurance brokerage services/Fixed fee for service		
Additional Comments:	The initial aggregate Contract amount was \$790,000, Amendment No. 1 will increase the Contract amounts by \$336,777, for a new total aggregate Contract amount of \$1,126,777.		

**BACKGROUND:**

On March 5, 2019, the Board of County Commissioners (Board) approved the award of RFP No. 604982-18 for Insurance Brokerage Services for Excess General Liability, Excess Workers' Compensation, Cyber Liability, Property, Crime, Boiler and Machinery Insurance and Miscellaneous Bonds as Required to Dixie Leavitt Agency, Inc., dba Leavitt Insurance Agency (NBE) and Willis Towers Watson dba Willis of Arizona (NBE) in the amount of \$790,000 for insurance brokerage services.

An Assignment of Contract to Willis Towers Watson Insurance Services West, Inc., was approved by the Department of Finance on October 24, 2023.

The following are the pertinent provisions of the Contract:

Cleared for Agenda

**12/05/2023**

File ID#

**23-1544**

- The term of the Contract was from date of award through December 31, 2019 and included the option to renew for 4, one-year periods and included a 3 month extension. There are no renewal options remaining.
- Included the County's option to terminate for cause, convenience or default and suspend the Contract with advanced written notice.

Approval of Amendment No. 1 will add 2, one-year renewal options and price escalation through the terms. The attached Amendment No. 1 document details the modifications and costs involved.

Dixie Leavitt Agency, Inc., dba Leavitt Insurance Agency currently holds a Clark County Vendor Registration and Willis Towers Watson Insurance Services West, Inc., currently holds a Clark County Business License.