



Date: May 29, 2026

To: Buckman Direct Diversion Board

From: Alexis Garcia, BDD Administrative Manager

Via: Bradley Prada, BDD Facilities Manager

Re: Property & Casualty Insurance Broker/Agent of Record RFP # FY26-RFP-026

ITEM:

Request for approval of the selection committee's recommendation to award RFP # FY26-RFP-026 Property and Casualty Insurance Broker/Agent of Record to Arthur J. Gallagher Risk Management Services, LLC ("AJ Gallagher") for services to broker insurance coverage as outlined in the *Joint Powers Agreement* ("JPA"), along with a General Services Contract ("GSC") for those services.

1. Request for approval to award RFP # FY26-RFP-026 to AJ Gallagher.
2. Request for approval of GSC with AJ Gallagher for annual brokerage services in the amount of \$15,000.00 and for a sum of up to \$300,000.00 for premiums on insurance coverage required by the JPA.

BACKGROUND:

Under the JPA, Section 23, the Board is required to maintain insurance coverage separate and independent from the various partners' respective policies. On April 20, 2026, an RFP was issued for insurance broker services, and the proposal due date was May 11th. We received multiple proposals, and the evaluation committee met May 13, 2026, with a recommendation to proceed with an award to AJ Gallagher.

The GSC includes an annual brokerage fee of \$15,000.00. Once the Buckman Direct Diversion Board ("BDDDB") approves the award of the RFP, AJ Gallagher will complete its due diligence with regards to brokering insurance coverage; the GSC allows for a sum of up to \$300,000.00 for insurance premiums.

ACTION REQUESTED:

Staff recommends approval to award RFP # FY26-RFP-026 and to approve the General Services Contract with Arthur J. Gallagher Risk Management Services, LLC, for insurance broker services.

Approval:

Approved by BDDDB June 4, 2026

BDDDB Chair, Councilor Jamie Cassutt

