

RESOLUTION OF THE BOARD OF FREEHOLDERS  
COUNTY OF ESSEX

3

RESOLUTION NO. \_\_\_\_\_ AUTHORITY FOR RESOLUTION: N.J.S.A. 40:41A-38(n)

PROPOSED BY: COUNTY EXECUTIVE AUTHORITY FOR ACTION: N.J.S.A. 40:41A-36(i)

SUBJECT: OFFICE OF THE COUNTY ADMINISTRATOR – APPROVAL OF THE APPOINTMENT OF CONNOR STRONG AND BUCKELEW COMPANIES, LLC TO PERFORM INSURANCE BROKER SERVICES RELATIVE TO THE COUNTY’S PROPERTY AND CASUALTY INSURANCE PROGRAMS

WHEREAS, the County of Essex, through the Office of The County Administrator, has a need for a firm to provide insurance broker services relative to the County’s Property and Casualty Insurance Programs (the “Services”) on a premium commission basis; and

WHEREAS, the Office of The County Administrator, through the Office of Purchasing, publicly advertised for Request for Proposals in a “Fair and Open” Process under the Competitive Contracting Process (R2016-00459) for the Services on March 10, 2020; and

WHEREAS, the County has received, from two (2) vendors written responses to the RFP; and

WHEREAS, after review and evaluation of the proposals submitted the Office of The County Administrator in conjunction with the Office of Accounts & Control, and the Office of Risk Management recommends the Board of Chosen Freeholders approve the appointment for the Services to Conner Strong and Buckelew Companies, LLC for the period June 1, 2020 through May 31, 2023; and

WHEREAS, the County pursuant to responses to the RFP proposes to enter into a Broker of Record Appointment with Conner Strong and Buckelew Companies, LLC for the provision of the Services for the period June 1, 2020 through May 31, 2023; and

WHEREAS, said contract is being awarded through the Competitive Contracting Process via request for proposal in accordance with N.J.S.A. 40A:11-4.3B of the Local Public Contracts Laws; and

WHEREAS, the Board of Chosen Freeholders is empowered by N.J.S.A. 40A:41-38(n) to approve, by resolution, contracts/appointments presented by the County Executive;

NOW, THEREFORE, BE IT RESOLVED by the Essex County Board of Chosen Freeholders of the County of Essex as follows:

1. That the Broker of Record Appointment of Conner Strong and Buckelew Companies, LLC for the period June 1, 2020 through May 31, 2023 for the County's Property and Casualty Insurance Programs be and is hereby approved in accordance with the provisions of law;
2. That the contract is awarded in accordance with N.J.S.A. 40A:11-4.1et seq. (Competitive Contracting) of the Local Public Contracts Law.
3. That notice of this contract award be published by the Clerk of the Board of Chosen Freeholders in accordance with the provisions of N.J.S.A. 40A:11.4.5(g).
4. That the Clerk of the Board forward copies of this resolution to Tim Walker, Risk Manager and to Connor Strong and Buckelew Companies, LLC, 401 Route 73 North, P.O. Box 989, Marlton, New Jersey 08053.

RECEIVED  
CLERK OF THE BOARD  
2020 MAY 21 PM 2:01  
ESSEX COUNTY  
BOARD OF  
CHOSEN FREEHOLDERS

Approved as to form and legality *Anthony P. Paine* Date 5/11/20  
**ESSEX COUNTY COUNSEL**

RECORD OF VOTE (X=Vote N.V.=Abstention ABS=Absent)

Moved By Freeholder \_\_\_\_\_  
 Second by Freeholder \_\_\_\_\_

Freeholder	Yes	No	N.V.	ABS	Freeholder	Yes	No	N.V.	ABS
Cooper					Mercado				
Gill, Pres.					Pomares				
Graham					Richardson, V.P.				
Johnson					Sebold				
Luciano									

It is hereby certified that the foregoing Resolution was ( ) adopted ( ) defeated ( ) tabled by roll call vote at a \_\_\_\_\_ meeting of the Board of Chosen Freeholders of the County of Essex, New Jersey held on \_\_\_\_\_.

Is Publication Required ( ) Yes ( ) No

Date Published \_\_\_\_\_

\_\_\_\_\_  
 Brendan W. Gill, President

**Connor Strong & Buckelew Inc**

05/08/2020

May 27, 2020  
Meeting Back-up  
Documentation for  
Resolution No. 03



COUNTY OF ESSEX

DECISION MEMORANDUM

COUNTY EXECUTIVE

BOARD AGENDA ITEM

COUNTY ADMINISTRATOR

DEPARTMENT: Office of County Administrator

DIVISION: \_\_\_\_\_

TO: Robert D. Jackson - County Administrator  
FROM: Julius N. Coltre, QPA- Acting Purchasing Director  
DATE: May 7, 2020  
RE: APPROVAL OF INSURANCE AGENCIES TO PERFORM INSURANCE BROKER  
SERVICES RELATIVE TO THE COUNTY'S PROPERTY AND CASUALTY INSURANCE  
PROGRAMS-CC#20-061

**INTRODUCTION**

It is the intent of the County of Essex to have its Corporate Property and Casualty Insurance Program serviced by an Insurance Broker to adequately protect the County and their respective Insurance carriers. The TPA should be staffed by experienced, aggressive professionals with a proven track record of best in class performance. A high degree of contact with the County and excellent customer service and investigatory skills are preferred.

**BACKGROUND**

The incumbent Broker, Conner Strong & Buckelew was under contract for a three (3) year period from December 31, 2016 to December 31, 2019. The County extended their contract for six (6) months in order to put this service out to bid as a Competitive Contract. We sent a request for proposal (RFP) to the Insurance Brokerage marketplace and placing this service up for the public bidding process.

The Office of the County Administrator through the Office of Purchasing advertised via the request for proposals for Workers Compensation on March 10, 2020. Two (2) Brokers responded prior to the March 31, 2020 deadline.

Based on the proposals received, the County intends to select a firm to serve as the Broker for our Corporate Property and Casualty Insurance program. The County considered qualifications for these services for a period of three (3) years. It is the County's intent that such agreement may be terminated by the County at any time and without cause upon 30 days written notice.

MAY 8 AM 9:37

Participation by any firm does not constitute the basis for a contract between that firm and the County, but instead reflects the County's determination as to the potential suitability of firms for such representation and to comply with the State's "Pay to Play" legislation under the "Fair and Open" process. An appointment letter for brokerage services under the County's Corporate Property and Casualty Insurance Program shall only be in force and full effect upon the execution of a resolution approved by the Board of Chosen Freeholders.

**RECOMMENDATION**

The County received two (2) response to the competitive contract for Property & Casualty Insurance Broker Services. Each proposal was reviewed and evaluated by a selection committee with representation from County's Department of Risk Management along with assistance from Freeholder Michael Parlavecchio and Budget consultant Frank McEnery. All proposals have been reviewed and evaluated, wherein each statement is reviewed on factors such as technical ability, management criteria, history & experience, qualifications and experience of personnel and cost and other factors. The results are listed below:

<b><u>BROKERAGE FIRM</u></b>	<b><u>TOTAL SCORE</u></b>
<b>Conner Strong &amp; Buckelew</b>	<b>86.6</b>
<b>CBIZ</b>	<b>58</b>

It is recommended that the Board of Chosen Freeholders approve an appointment contract with Conner Strong & Buckelew for the County's brokerage services for our Corporate Property and Casualty Insurance program beginning June 1, 2020 through May 31, 2023.

**REASON FOR RECOMMENDATION**

Without an Insurance Broker to assume the responsibilities, the County is exposed to increased premiums for our corporate property and casualty insurance program not to mention a lack of assistance in our claims and loss control efforts involving this exposure. Likewise, the County does not currently have the personnel to broker the program ourselves.

**FISCAL IMPACT**

The County paid a \$0 contract annually to Conner Strong & Buckelew under the current contract while their fees were covered under industry standard commission rates paid by the various insurance carriers.

**CONCLUSION**

It is recommended that the Board of Freeholders approve a three (3) year contract to Conner Strong & Buckelew for the period of time identified under Recommendation section above.

**STATEMENT OF CERTAIN**  
**POLITICAL CONTRIBUTIONS MADE AFTER JULY 11, 1986**

(This statement is part of the proposal packet)

Ordinance Number 0-86-0007, as amended by Ordinance Number 0-95-0003, adopted by the Board of Chosen Freeholders of the County of Essex, requires that all proposals for negotiated contracts submitted by individuals and/or business entities seeking to provide goods or to perform services for the County of Essex shall contain a statement setting forth each political contribution by them of \$500.00 or more made within five years next preceding the date of said contract, either directly or indirectly, to any County elected political official, County political party and/or County official, political organization, or any State political party.

Set forth name of County elected official, County political party and/or County official, political organization, or State political party to whom a political contribution of \$500.00 or more was made by proposers within five (5) years of the date hereof.

If none, write "none".

Name

Amount

See attached policy and filing

Proposer: Conner Strong & Buckelew, LLC

By: 

(Signature)

Name of Signatory: Heather Steinmiller

(Print or Type)

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**

	<b><u>VENDOR</u></b>	<b><u>COUNTY</u></b>
NAME:	Conner Strong & Buckelew Co. LLC	County of Essex
ADDRESS:	9 Campus Drive Parsippany, NJ 07054	Hall of Records 465 Dr. Martin Luther King Blvd. Newark, New Jersey 07102

CC #: 20-061  
DATE ADVERTISED: March 10, 2020  
DATE RECEIVED: March 31, 2020  
CONTRACT PERIOD: June 1, 2020 through May 31, 2023  
BASIS OF AWARD: Highest Rated Responsible/Responsive Bidder (Competitive Contract)  
COMMODITY: Provide Property and Casualty Insurance Broker Services for Essex  
DESCRIPTION: County Administrator's Office

**CONDITIONS:**

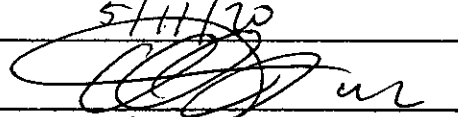
The award of this contract is subject to the approval of the Essex County Board of Chosen Freeholders by resolution and such resolution will be prepared and presented to the Board at its regularly scheduled meeting. This contract becomes effective and binding upon adoption by resolution by the Essex County Board of Chosen Freeholders, signature of the County Executive and attested to by Clerk of the Board. *The County reserves the option for extension of the contract by an additional twenty-four (24) months, upon approval of the Essex County Board of Chosen Freeholders.*

The vendor identified above hereby agrees to comply with the terms and conditions of the competitive contract specifications, advertisement, and vendor's proposal, as submitted by the vendor listed above, under the bid number stated above, which are incorporated herein and made part hereof, and to faithfully perform the obligations therein to furnish and deliver the good or service listed above.

**PAYMENT TERMS:**

CONTRACT PERIOD: June 1, 2020 through May 31, 2023  
AWARDED ITEMS: N/A  
AMOUNT NOT TO EXCEED: \$0.00  
MONTHLY PAYMENT: N/A  
ANNUAL PAYMENT: N/A  
TOTAL AWARD TO ALL VENDORS UNDER THIS BID: \$0.00


**ESSEX COUNTY**

DATE 5/11/20  
  
\_\_\_\_\_  
Joseph N. DiVincenzo, Jr.  
Essex County Executive

**VENDOR**

DATE 5/9/20  
  
\_\_\_\_\_  
Authorized Vendor Signature

ATTEST: \_\_\_\_\_  
Clerk of the Board

WITNESS: P Cooney  






## STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

<b>Taxpayer Name:</b>	CONNER STRONG & BUCKELEW COMPANIES, LLC
<b>Trade Name:</b>	
<b>Address:</b>	2 COOPER STREET CAMDEN, NJ 08102
<b>Certificate Number:</b>	2031377
<b>Effective Date:</b>	March 29, 2016
<b>Date of Issuance:</b>	August 21, 2019

**For Office Use Only:**  
20190821160158792

**CERTIFICATE OF EMPLOYEE INFORMATION REPORT**

RENEWAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-OCT-2019 to 15-OCT-2022



CONNER STRONG & BUCKELEW COMPANIES, LLC  
P.O. BOX 99106  
CAMDEN NJ 08101



*Elizabeth Maher Muoio*

ELIZABETH MAHER MUOIO  
State Treasurer



## *Policy on Political Contributions*

*Adopted by the Board of Directors on May 15, 2008*

Conner Strong & Buckelew is licensed to do business in all 50 states and is regulated by various departments of insurance and other authorities in those jurisdictions in which it conducts business.

Political contributions of all types are also subject to extensive governmental regulation and public disclosure requirements. Conner Strong & Buckelew is fully committed to complying with all applicable laws and regulations. To avoid any confusion and to assure that Conner Strong & Buckelew operates in a manner consistent with all applicable laws, Conner Strong & Buckelew has adopted this policy.

Under the laws of many jurisdictions, Conner Strong & Buckelew is legally prohibited from making political contributions as a business entity and may be otherwise disqualified by law from receiving the award of certain public contracts should certain political contributions be made.

- A. Conner Strong & Buckelew shall not make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- B. No officer, director or shareholder of Conner Strong & Buckelew (as well as their respective spouses, partners and dependent children residing within the household) shall make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- C. Notwithstanding paragraph B above, Conner Strong & Buckelew does permit its employees, including officers, directors and shareholders (as well as their respective spouses, partners and dependent children residing within the household) to make political contributions to candidates for federal offices, which includes President of the United States, United States Senate and United States House of Representatives. All contributions must comply with applicable law.



PROPOSAL PRICE & SIGNATURE FORM

The undersigned has read and understands the specifications herein, and agrees to provide the services that is herein, and recognizes that the contract period shall be from June 1, 2020 through May 31, 2023 award by the Essex County Board of Chosen Freeholders.

The County reserves the right to offer a two (2) -one (1) year extension to the awarded bidder, at the end of the awarded contract, if mutually agreeable at such time.

CLAIMS

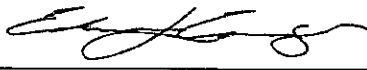
COST YEAR ONE \$ 0.00

COST YEAR TWO \$ 0.00

COST YEAR THREE \$ 0.00

TOTAL COST \$ 0.00

VENDOR'S COMPANY NAME Conner Strong & Buckelew Companies, LLC

AUTHORIZED SIGNATURE  DATE 3/13/20

PRINT NAME Edward Cooney TITLE Vice President

EMAIL ADDRESS ecooney@connerstrong.com

## REQUEST FOR REFERENCE FORM

1. Name Municipal Excess Liability Joint Insurance Fund  
Address 111 West Second Street, Moorestown, NJ 08057  
Telephone 856-914-3003 email tmerchel@moorestown.nj.us  
Contact Individual Tom Merchel
  
2. Name South Jersey Transportation Authority  
Address Fairley Service Plaza, Hammonton, NJ 08037  
Telephone 609-965-6060 email pheck@sjta.com  
Contact Individual Paul Heck
  
3. Name New Jersey Counties Excess Joint Insurance Fund  
Address PO Box 337, Woodbury, NJ 08096  
Telephone 856-853-3268 email tsheehan@co.gloucester.nj.us  
Contact Individual Tim Sheehan
  
4. Name Morris County Joint Insurance Fund  
Address 10 Robert Street, Wharton, NJ 07885  
Telephone 973-361-8444 email jrheinhardt@whartonnj.com  
Contact Individual Jon Reinhardt
  
5. Name Monmouth County Joint Insurance Fund  
Address Durant Square Box 56, Deal, NJ 07723  
Telephone 732-531-1454 email jrogers@dealnj.com  
Contact Individual Jim Rogers

**COUNTY OF ESSEX  
EVALUATION CRITERIA**

**PROPOSALS FOR PROPERTY AND CASUALTY INSURANCE BROKERAGE  
SERVICES - COMPETITIVE CONTRACT #20-061**

**NAME OF PROPOSER:** Conner Strong  
+ Buckelew

		<b>TOTAL POINTS</b>
<b>TECHNICAL CRITERIA</b>	<b>25 POINTS</b>	22
<b>MANAGEMENT CRITERIA</b>	<b>15 POINTS</b>	15
<b>HISTORY &amp; EXPERIENCE CRITERIA</b>	<b>20 POINTS</b>	20
<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA</b>	<b>20 POINTS</b>	20
<b>COST CRITERIA</b>	<b>20 POINTS</b>	10
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	87

**COUNTY OF ESSEX  
EVALUATION CRITERIA**

**PROPOSALS FOR PROPERTY AND CASUALTY INSURANCE BROKERAGE  
SERVICES - COMPETITIVE CONTRACT #20-061**

<b>NAME OF PROPOSER:</b> CBiz
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		<b>TOTAL POINTS</b>
<b>TECHNICAL CRITERIA</b>	<b>25 POINTS</b>	12
<b>MANAGEMENT CRITERIA</b>	<b>15 POINTS</b>	5
<b>HISTORY &amp; EXPERIENCE CRITERIA</b>	<b>20 POINTS</b>	5
<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA</b>	<b>20 POINTS</b>	10
<b>COST CRITERIA</b>	<b>20 POINTS</b>	10
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	42

**COUNTY OF ESSEX  
EVALUATION CRITERIA**

**PROPOSALS FOR PROPERTY AND CASUALTY INSURANCE BROKERAGE  
SERVICES – COMPETITIVE CONTRACT #20-061**

**NAME OF PROPOSER:**  
CS & B

		TOTAL POINTS
TECHNICAL CRITERIA	25 POINTS	23
MANAGEMENT CRITERIA	15 POINTS	14
HISTORY & EXPERIENCE CRITERIA	20 POINTS	18
QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA	20 POINTS	17
COST CRITERIA	20 POINTS	16
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	<b>88</b>



**COUNTY OF ESSEX  
EVALUATION CRITERIA**

**PROPOSALS FOR PROPERTY AND CASUALTY INSURANCE BROKERAGE  
SERVICES - COMPETITIVE CONTRACT #20-061**

<b>NAME OF PROPOSER:</b> <p style="text-align: center; font-size: 1.2em; margin: 0;">CBIZ</p>
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		TOTAL POINTS
<b>TECHNICAL CRITERIA</b>	<b>25 POINTS</b>	15
<b>MANAGEMENT CRITERIA</b>	<b>15 POINTS</b>	11
<b>HISTORY &amp; EXPERIENCE CRITERIA</b>	<b>20 POINTS</b>	10
<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA</b>	<b>20 POINTS</b>	12
<b>COST CRITERIA</b>	<b>20 POINTS</b>	18
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	66

**COUNTY OF ESSEX  
EVALUATION CRITERIA**

**PROPOSALS FOR PROPERTY AND CASUALTY INSURANCE BROKERAGE  
SERVICES - COMPETITIVE CONTRACT #20-061**

<b>NAME OF PROPOSER:</b> <i>Conner Strong &amp; Buckelew</i>
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		<b>TOTAL POINTS</b>
<b>TECHNICAL CRITERIA</b>	<b>25 POINTS</b>	<i>22</i>
<b>MANAGEMENT CRITERIA</b>	<b>15 POINTS</b>	<i>13</i>
<b>HISTORY &amp; EXPERIENCE CRITERIA</b>	<b>20 POINTS</b>	<i>18</i>
<b>QUALIFICATION AND EXPERIENCE OF PERSONNEL CRITERIA</b>	<b>20 POINTS</b>	<i>17</i>
<b>COST CRITERIA</b>	<b>20 POINTS</b>	<i>15</i>
<b>GRANT TOTAL</b>	<b>100 POINTS</b>	<i>85</i>

## **Conner Strong & Buckelew Evaluation Notes**

### Technical Criteria – 22 out of 25

Not new to handling Risk for Public Entities, this company has a specific division currently active and familiar with the many different claims that are generated throughout the county.

### Management Criteria – 13 out of 15

This company currently has a knowledgebase in place specifically designed to fit the on going needs of Essex County. There is a specific location and staff dedicated to this county therefore they have the capacity to conduct a more accurate claims process and manage them accordingly base on the current relationship it has with Essex County

### History & Experience Criteria - 18 out of 20

24/7 Availability – Knowledge of OSHA & PEOSHA Regulation – Experience with Special Claim Negotiations – Over 20 years of Experience with Public Entities

### Qualification & Experience of Personnel - 17 out of 20

CS &B have experience with handling large scale businesses. Designated for Essex County alone are over 30 employees located in Parsippany managing claims from on set to the resolution