

RESOLUTION NO. 2022-272

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
AUTHORIZING THE CITY MANAGER TO EXECUTE AN ASSUMPTION
AGREEMENT WITH INSURETRACK INSURETECH LLC (FORMERLY INSURANCE
TRACKING SERVICES, INC.); DISPENSING WITH THE FORMAL REQUEST FOR
PROPOSAL PROCEDURES PURSUANT TO ELK GROVE MUNICIPAL CODE
SECTION 3.42.140(B)(3) AND AUTHORIZING THE CITY MANAGER TO EXECUTE
THE THIRD AMENDMENT TO THE CONTRACT WITH INSURETRACK
INSURETECH LLC, FOR INSURANCE CERTIFICATE TRACKING SERVICES,
EXTENDING THE TERM FOR A PERIOD OF ONE YEAR AND ADDING \$10,000
[FOR A TOTAL EXPENDITURE OF FUNDS OVER THE CONTRACT TERM
NOT-TO-EXCEED \$105,000]**

WHEREAS, the City of Elk Grove (City) utilizes consultants to perform insurance certificate tracking services; and

WHEREAS, in November 2017, the City entered into a contract with Insurance Tracking Services, Inc., for insurance certificate tracking services (C-17-644), as amended by C-18-649 and C-19-464; and

WHEREAS, Insurance Tracking Services, Inc., re-formed as InsureTrack InsureTech LLC, a Delaware limited liability corporation in October of 2021; and,

WHEREAS, InsureTrack InsureTech LLC, provides unique functions within its services which significantly reduce the staff time spent administering insurance certificates; and

WHEREAS, the existing contract for these services will expire October 31, 2022; and

WHEREAS, staff has determined that a formal request for proposal procedure for the proposed services will not yield results more advantageous to the City; and

WHEREAS, for the reasons presented, pursuing a formal request for proposal process for the proposed services is not in the best interest of the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Elk Grove hereby:

1. Authorizes the City Manager to execute an Assumption Agreement, in substantially the form presented, recognizing the assumption of services originally contracted with Insurance Tracking Services, Inc., by InsureTrack InsureTech LLC;

2. Dispenses with the formal request for proposal procedure pursuant to Elk Grove Municipal Code Section 3.42.140(B)(3) and authorizes the City Manager to execute the Third Amendment to the contract with InsureTrack InsureTech LLC, in substantially the form presented, for insurance certificate tracking services, extending the term for a period of one year and adding \$10,000 [for a total expenditure of funds over the contract term not-to-exceed \$105,000].

PASSED AND ADOPTED by the City Council of the City of Elk Grove this 26th day of October 2022




BOBBIE SINGH-ALLEN, MAYOR of the
CITY OF ELK GROVE

ATTEST:


JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:


JONATHAN P. HOBBS,
CITY ATTORNEY

CERTIFICATION
ELK GROVE CITY COUNCIL RESOLUTION NO. 2022-272

STATE OF CALIFORNIA)
COUNTY OF SACRAMENTO) ss
CITY OF ELK GROVE)

I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on October 26, 2022 by the following vote:

AYES: **COUNCILMEMBERS:** *Singh-Allen, Suen, Hume, Spease, Nguyen*

NOES: **COUNCILMEMBERS:** *None*

ABSTAIN: **COUNCILMEMBERS:** *None*

ABSENT: **COUNCILMEMBERS:** *None*



Jason Lindgren, City Clerk
City of Elk Grove, California