



November 26, 2024

Inter-Departmental Memorandum

To: Doreen Tucker, Director of Human Resources

From: Kenneth Pinnock, Jr., Deputy Executive Director
Director of Procurement, Contracts & Risk Management
Morgan Austin, Assistant Purchasing Agent

Subject: Wednesday, November 20, 2024 @ 11:00 A.M.
Public Bid Opening:- Employee Dental Insurance Plan, For A Period Of Three (3)
Years, With Option For An Additional Two (2) One (1) Year Increments
(**Second Occasion**)

Please be advised that pursuant to the public bid opening date of Wednesday, October 23, 2024, for Employee Dental Insurance, less than three (3) bids were received (contract was rebid). On November 20, 2024, the JCHA received two (2) bid packages in response to our request. Attached for your review is a copy of the recapitulation sheet and each vendor bid package.

COMPANIES:

1. Brown & Brown Metro, LLC.
2. Corporate Employee Benefits, LLC.

COIN TOSS REQUIREMENT: To determine the winner of this bid, a coin toss (tiebreaker) will be required per the JCHA procurement rule. Both Brown & Brown Metro and Corporate Employee Benefits quoted the same Delta Dental plans, pricing and terms.

PLEASE NOTE: The last public bid for this service was held on Thursday, September 9, 2021, and Brown & Brown Metro, LLC was the recipient of a contract (#101526) in the amount not to exceed One Hundred Seventy-Two Thousand Eight Hundred Dollars (\$172,800.00) for a period of three (3) years.

Background:

Invitations were published in local newspapers on October 30th, and 31st, 2024, and direct invitations were sent to seven (7) companies who expressed interest in public bidding for this service. Of those, there were no Jersey City companies. The JCHA sources for MBE's were notified, as well as the usual public works bidding journals (individual emails in the Purchasing files).

Providing that the above is satisfactory, this office presumes that a resolution will be forwarded for Board approval as appropriate.

If any further information is required, please do not hesitate to call.