



***Broker Services Contract  
Combs Insurance Agency, Inc.  
and  
North Slope Borough  
School District***

**Broker Services Contract: North Slope Borough School District  
PO Box 169  
Utqiagvik, AK 99723  
Contract for terms: February 1, 2026  
through June 30, 2029**

**We will provide the following minimum broker services each term year to North Slope Borough School District in addition to all other traditional insurance services as a licensed insurance producer:**

- a. We will check the wording and accuracy of each policy, binders, certificates, endorsements or other documents that we issue or receive from insurers and obtain revisions to such documents when needed,**
- b. We will verify all rates and premium charged, for your accounting and audit purposes,**
- c. We will be available to answer related insurance questions that North Slope Borough School District would have regarding the insurance program, including submission of an annual report on the insurance program,**
- d. We will communicate with administration personnel and review current exposures, and discuss insurance issues and services as needed,**

- e. **We will provide loss control suggestions, review and comment on insurer loss control services, especially regarding compliance requests and implementation scheduling,**
- f. **We will prepare insurance certificates as requested by North Slope Borough School District,**
- g. **We will assist North Slope Borough School District in the adjustment and settlement of any claims or losses that occur within the insurance program,**
- h. **We will provide North Slope Borough School District with loss data information as supplied by the insurance market and an annual summary of our in-house listing of reported claims, if needed,**
- i. **We will solicit insurance quotations from reputable insurance companies prior to the anniversary of each policy term and advise North Slope Borough School District of the expected premiums and conditions for budget forecasting, and actual policy premiums,**
- j. **We will assist in determining the insurable value of the properties owned, operated, or controlled by North Slope Borough School District and,**
- k. **We will perform any reasonable request for insurance services that North Slope Borough School District may have during the contract terms to satisfy your risk management service needs,**
- l. **We will solicit and/or invoice all of the renewal Property & Casualty insurance policy coverage, including general and professional liability, workers compensation, commercial auto, directors & officers liability, property, mechanical breakdown, mobile equipment, and crime insurance “net” of any commission so that Lower Yukon School District will be able to identify the cost of insurance, and the cost of insurance broker services. If any of the above Property & Casualty insurance policies are written on a direct payment basis with the insurer, an estimate of the annual commission will be credited toward the broker services fee.**  
**Bonds and extended reporting period endorsements would contain commission and would be in addition to the broker services fee scheduled in (m),**

## **Information regarding “contingent income” arrangements.**

Certain insurance markets (insurers) may provide additional income to brokers based upon premium volume and/or profitability of the overall client experience with the insurer. This is known as “contingent income”. This additional income is NOT a part of your insurance premium, or fees describes in (m). This additional income is not guaranteed and is not a factor in the evaluation or selection process of your insurance program. Your current insurance program does NOT participate in any “contingent income” arrangement with our firm. The broker services fees listed in (m). are the only known source of income to our firm for this contract.

m. We propose the following broker services fee schedule:

**First Term: July 1, 2026 through June 30, 2027 - \$49,000.00 USD**

**Second Term: July 1, 2027 through June 30, 2028 - \$49,000.00 USD**

**Third Term: July 1, 2028 through June 30, 2029 - \$49,000.00 USD**

n. This agreement may be terminated by either party, by sending 120 days written notice prior to the beginning of the Second or Third term via certified mail to the last known address of the other party. Such notice, once duly delivered, shall signify termination of this agreement for the remainder of its duration from the notices’ effective date. Early agreement termination dates shall be limited to the last day of any yearly term period.

o. This contract may be amended by mutual consent of both parties at any time during the contract term.

The broker services fees would be due and payable at the beginning of each fee term, but only after the commission status of any direct payment policies is known. All insurance premiums would be payable as invoiced for each term.

**North Slope Borough School District would agree to provide the following:**

- a. Sign and return this broker services agreement which appoints Combs Insurance Agency, Inc. as the “broker of record” corresponding to the terms listed above,**
- b. Cooperate with Combs Insurance Agency, Inc. during the application and solicitation process each year, so that the necessary underwriting information can be obtained,**
- c. Remit premium payment for the insurance policies and broker services fees as invoiced,**
- d. Allow broker authorized contact with North Slope Borough School District by any means available, including telephone, cellular phone, postal service mail, express mail services, facsimile, internet and video.**

**Accepted: X \_\_\_\_\_ Date: \_\_\_\_\_.**  
**North Slope Borough School District**

**Proposed by:**



**December 30, 2025**

**Combs Insurance Agency, Inc.  
Michael F. Combs, CEO  
341 S Alaska Street  
Palmer, AK 99645**