

REQUEST FOR PROPOSAL

INSURANCE BROKERAGE AND RELATED SERVICES

INTENT

The Town of Canandaigua (Town) is soliciting qualified firms or individuals to provide Insurance Brokerage and Related Services including, but are not limited to, insurance placement and servicing, risk exposure analysis, claims assistance and claims reporting, and general advice.

The purpose of this Request for Proposal (RFP) is to provide prospective municipal insurance brokers with essential information to enable them to prepare and submit a comprehensive proposal.

OVERVIEW

The Town of Canandaigua is seeking proposals to evaluate cost efficiencies and program options for an insurance brokerage firm to obtain insurance coverage and provide related services, to and on behalf of the Town. The services and policies proposed should include protection for all Town assets including buildings, vehicles, property, and equipment.

PROPOSAL DUE DATE

Proposals will be accepted up until **3:00 pm on March 10, 2017** in the Town Clerk's Office, Town of Canandaigua, 5440 Route 5 & 20 West, Canandaigua, NY 14424 and mailed to the attention of Jean Chrisman, Town Clerk.

PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to jchrisman@townofcanandaigua.org no later than **March 3, 2017**.

The Town reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

Please contact Jean Chrisman, Town Clerk to confirm your participation or intent to participate in the proposal process via e-mail at the address above.

AWARD CRITERIA

The award of a contract for the described services will be made by the Town of Canandaigua, Town Board and shall be based on the respondent's qualifications including, but not limited to, the following: cost of service, references, knowledge and interpretation of the Town's needs, and experience.

Respondents may be required to make a presentation of their qualifications to the Town Board in a public meeting.

PROPRIETY INFORMATION

The New York State Freedom of Information Law, Public Officers Law, Article 6, provides for public access to information. Public Officers Law, Section 87(d)(2) provides for exceptions to disclosure for records or portions thereof that are "trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information that the proposer wishes to have treated as proprietary and confidential trade information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of submittal. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted.

RIGHT TO REJECT PROPOSALS

This RFP does not commit the Town to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The Town intends to award a contract on the basis of the best interest and advantage to the Town, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the Town to do so.

CANCELLATION CLAUSES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the Town for any other reason(s) upon sixty (60) days written notice.

ASSIGNMENT

The awarded vendor shall not assign the contract or any part thereof without the written approval from the Town.

LIABILITY REQUIREMENTS

a) Errors and Omissions Policy:

The successful company shall supply and maintain insurance which defends, indemnifies and holds harmless the Town, its officers, employees and agents from and against any and all liability, damages, claims, demands, costs, judgments, fees, attorney’s fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor in an amount not less than \$1,000,000.

b) The successful company must furnish the Town with Certificates of Insurance with endorsement prior to commencement of work. The required coverage shall not be less than the following:

Public Liability/Property Damage	\$2,000,000 combined single limit
Automobile Liability	\$2,000,000 per occurrence

INSURANCE CERTIFICATES SHALL NAME THE TOWN OF CANANDIAUGA AS ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE BE PRIMARY TO ANY OTHER INSURANCE COVERAGE HELD BY THE TOWN.

BASIS OF PAYMENT

Payment will be made on an agreed upon basis after receipt of an itemized invoice in a form acceptable to the Town.

SCOPE OF WORK

The following is a list of the Town's **minimum** service guidelines and requirements. Proposal responses should address each of the following service areas and include any relevant additional services that your firm would offer.

- a) Solicit proposals from qualified insurance carriers for the Town's insurance coverage on an annual or as needed basis.
- b) Develop bid specifications to be submitted to the municipal marketplace for which proposals are sought.
- c) Evaluate proposals relative to compliance with insurance specifications, cost and ability of each carrier to perform as required including relative solvency.
- d) Provide a detailed report of solicited policy renewal options available to the Town of Canandaigua and prepare recommendations.
- e) Examine and approve issued policies for conformance with the Town of Canandaigua's specifications and the carrier's proposal.
- f) Provide an annual stewardship report, including insurance schedule, policy summaries, review of past year's activities and outlook for coming year's market conditions.
- g) Assist the Town in determining funding mechanisms for new or newly discovered exposures.
- h) Assist the Town in drafting insurance specifications for contracts and agreements as requested.
- i) Provide assistance in tandem with the Town of Canandaigua's legal counsel.
- j) Provide insurance certificates, as needed, to others pertaining to the Town of Canandaigua's coverage.
- k) Advise the Town on new developments in the field of insurance and/or bonding.
- l) Develop a complete understanding of the Town's areas of liability exposure.
- m) Evaluate existing insurance coverage and claims history in order to make recommendations on any modifications to the Town's current program.
- n) Provide loss control services.
- o) Provide related services to enhance current loss control and risk management programs

QUALIFICATION REQUIREMENTS

The following list is the minimum vendor qualification requirements.

- 1) At least 5 years experience providing similar services to a firm or Town of similar size.
- 2) At least 3 references for clients currently/previously served.
- 3) At least two of the references to be a city, town or county government of similar size.

PROPOSAL FORMAT

Your proposal should include the following:

- 1) Detailed information on how you or your firm meets the Scope of Work and Qualification Requirements sections as listed herein. The proposal should address each item as listed in each section and numbered/labeled identical to this RFP.

Proposals must address the following items:

- a) Describe the full range of administrative services your firm would provide and how each is necessary for the overall risk management program's success.
 - b) Describe, in detail, the programs and services your firm will provide relating to the Town's safety programs.
 - c) Describe your firm's role in the management of claims and the procedures for claim reporting to the carriers.
 - d) Describe the insurance marketing expertise of the servicing office with regard to municipalities and a sample marketing plan.
 - e) Describe your claim tracking and claim review process
 - f) Provide a detailed description of any special, in-house services or systems available to the Town of Canandaigua.
- 2) Names, resumes and references of executives and managers to be assigned to the Town.
 - 3) Examples of other similar services.
 - 4) Detailed Cost Proposal section for each of the first three years.
 - 5) A completed and signed Exhibit A attached hereto.
 - 6) Provide one original and 7 copies of your response.

TOWN CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact Jean Chrisman, Town Clerk at JChrisman@townofcanandaigua.org or by phone at: 585-394-1120.

GENERAL

New York Law and Venue

The contract/agreement resulting from this RFP shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract/agreement shall be brought in the Supreme Court of the State of New York, Ontario County.

Iran Divestment Act

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

EXHIBIT A: REQUEST FOR PROPOSAL SPECIFICATION

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes _____ No _____

If "NO", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

- A. the prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and
- B. unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
- C. no attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the Town of Canandaigua is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal except as identified.

Company Name and Address

Name & Title of Authorized Representative

Signature

Date

Phone Number

Email Address