

CITY OF FOLEY

REQUEST FOR PROPOSALS
FOR
INSURANCE AGENT



RELEASED: JUNE 5, 2019

Request for Qualifications and Proposals for Insurance

I. Purpose.

The City of Foley is inviting qualifications and proposals for an insurance Agent. The City expects to select a City insurance agent who will serve the City for an indefinite period of time.

II. City Background.

The City of Foley, located in Benton County, Minnesota has a population of approximately 2,700. Foley is governed by a City Council composed of a Mayor and four Council Members.

III. Service Description (City Insurance Agent).

The selected contractor will perform the following (but not limited to) as City insurance agent.

- a. Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
- b. Advise and assist the city in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverage's, alternative coverage forms, etc.
- c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
- d. Advise the city on potential gaps or overlaps in coverages.
- e. Assist the city as requested in submitting claims and interpreting coverage as applied to particular claims.
- f. Review loss reports for correct reporting, appropriate reserves, etc.
- g. Assist as requested with safety and loss control activities.

h. Assist the city in identifying risk exposures and developing appropriate strategies.

The submitted proposal should contain the following:

- A. Identify each agent and support personnel who will be supplying services to the city.
- B. Provide a brief history of firm including size and any specialty areas.
- C. Overview municipality experience.
- D. Must be licensed in the State of MN.
- E. Name, telephone number and contact person of 3 client references.
- F. Disclose any conflicts or perceived conflicts of interest.

As compensation for the services provided in the city as described the agent will receive annually a fee equal to 2% of the annual premiums paid by the City to LMCIT for property, liability and automotive coverages. The fee shall include in the amounts billed to the city by LMCIT and shall be paid to the agent by LMCIT on the city's behalf.

***Representation of Worker's Compensation Insurance will not be the responsibility of the Agent and will be administered directly through the City of Foley staff.**

IV. Instructions:

- A. Responses must provide complete information as described in this request. One copy shall be submitted by 4:00 p.m. on Monday, June 24th, 2019 to the following address:

City of Foley
Attn: Sarah A. Brunn, City Administrator
251 4th Avenue N
P.O. Box 709
Foley, MN 56329

The proper representatives of the firm must sign proposal. All proposals shall become the property of the City and the City may, at its option, request an oral presentation prior to selection; notification will be given if such meetings are required.

- B. The City reserves the right to request clarification on the information submitted and to request additional information of one or more applicants.
 - C. The contract with the firm will provide that it is not exclusive, that the City may retain other firms for some or all the services described in the RFP, and that the City may terminate the agreement at any time for any reason upon provision of written notice as specified in the final agreement.
 - D. The firm shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the City.
 - E. All costs associated with the preparation of a proposal in response to the RFP shall be the responsibility of the firm submitting the proposal.
 - F. This is a request for proposals and not bids; therefore, the City reserves the right to negotiate with any party and on any matter.
 - G. The proposal should be as concise and responsive as possible.
 - H. The proposal should not contain non-applicable promotional materials and should include only that information that is intended to address the information requested in this document.
- V. Selection Process.
- A. Evaluation of Proposals.
The proposals shall be evaluated and based on the following criteria:

1. Quality of proposals and response to the Request for Proposal.
2. Experience and availability of staff assigned to serve the City.
3. References.
4. Any oral presentation; if determined needed by the City.
5. Fees: The City of Foley is interested in selecting that firm which professionally provides the City with optimal service yet also meets the City's concern with regard to cost.

Please direct all inquiries regarding this RFP to:

Foley City Administrator
Sarah A. Brunn
Telephone: 320-968-7260
Email: sbrunn@ci.foley.mn.us

Appendix A

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm(s) agrees to comply with all applicable federal, state and local compliance requirements.
3. That the firm(s) is/are adequately licensed to do business and perform the services proposed (Attach Documentation).

(Name of Firm)

(Authorized Signature)

(Title)

(Date)

OFFICIAL ADDRESS