

EMERALD COAST UTILITIES AUTHORITY
BID 2014 10
RFP AGENT-BROKER SERVICES FOR
COMMERCIAL INSURANCE AND BONDS
June 12, 2014

ADDENDUM NUMBER 1

Prospective Bidders:

This addendum is to notify you of questions and comments that have been received relative to this bid and the answers that have been given as well as clarify points brought up in the pre-bid meeting of June 10th, 2014.

Questions and comments from the pre-bid meeting of 6-10-2014:

1. The timetable for the RFP is on page 14 of the request. Please take note of it.
2. The Non-Disclosure Agreement must be completed prior to the release of the Proposal Forms.
3. The last time this service was submitted for bid was seven to ten years ago. Upon further review, records show the last bid for related commercial insurance was in 2004.
4. The question was asked whether or not having prior experience with a public entity would disqualify an applicant during evaluation of the proposals. The response: That experience is one part of the evaluation piece but not the primary piece. It will be taken into consideration along with the rest of the RFP response.
5. All questions must be submitted via email to amy.williamson@ecua.fl.gov prior to June 20th, 2014.
6. A Word document of the Proposals Forms, to be submitted with the questionnaire by July 1st, 2014, will be sent to a respondent after the Non-Disclosure Agreement is signed.
7. It is the intent of ECUA to award one (1) agent-broker all the Insurances being sought via the RFP. ECUA will contract with one (1) agent-broker.
8. The question was asked: Is ECUA planning on expanding, materially? None of the ECUA attendees had knowledge that would lend itself to a response.
9. The question was asked: What is the number of certificates issued in a year? Our current agent-broker is Alan Moore of Fisher Brown Bottrell. He indicated that on the active lines of the RFP, under 40/50 a year were issued. The League (i.e., Florida League of Cities) handles the largest lines.

10. E & O (Errors & Omissions) Exposure: The claims report will be supplied after the Non-Disclosure Agreement is completed as part of the proposal package. Yes, there is E & O exposure.
11. The question was asked whether a Non-Disclosure Agreement could be filled out today. The response: It can be provided and completed after the meeting.
12. Questions that were emailed will be addressed in an addendum as well as follow up from the pre-bid meeting.
13. Deadline for questions is June 20th, 2014. All responses to questions will be by addendum.
14. Lydia Fortin provided an overview of the timeline.
15. The RFP is due July 1st, 2014, by 2:00 pm local time.

(This concludes the questions and comments from the pre-bid meeting of 6-10-14.)

Attendees: Peter Wilkinson, Purchasing and Stores Manager, ECUA
 Amy Williamson, Sr. Purchasing Agent, ECUA
 Lydia Fortin, Human Resources Manager, ECUA
 Doug Patterson, Risk Management/Cost Recovery Analyst, ECUA
 Larry McCurley, Water & SCADA Operations Manager, ECUA
 Jovine Burleson, Truck/Tractor, Trailer Driver, ECUA
 Don McMahan, McMahan-Hadder Insurance
 Daniel Rentz, McMahan-Hadder Insurance
 Alan Moore, Fisher Brown Bottrell Insurance
 Tom Jackson, All Risk Insurance

Questions received by email and the ECUA response follows:

16. Will you be assigning the markets or how does that whole process work?

Response:

It is not ECUA's intent to assign markets. The purpose of the RFP is to select on Agent-Broker for the specified insurances and bonds. Agent-Broker services will be outlined in a contractual agreement between ECUA and the selected Agent-Broker.

17. Could you send me a copy of the RFP? I tried to download it from the ECUA website and could not find it.

Response:

The RFP can be requested by contacting Amy Williamson, Senior Purchasing Agent, at amy.williamson@ecua.fl.gov.

The RFP can be downloaded from ECUA's internet site at www.ecua.fl.gov/doingbusinesswithecua/bidopportunities.

18. Are you going to disclose entire underwriting information and hard copy loss runs for all the policies and bonds issued once the non-disclosure agreement is executed? Please advise.

Response:

Loss runs will be provided in the Proposal Forms package for Directors and Officers & employment Practices Liability and Pollution Liability. We currently do not purchase Cyber Liability coverage; therefore, loss runs cannot be provided. Information on the Bonds is included in Exhibits 4, 5 and 6 of the RFP; no additional details regarding the bonds are included in the proposal forms package.

19. We received the RFP from ECUA and have spoken with our underwriter. We insure several municipalities with them and they are a competitive market against The Florida League. They can write the entire risk, which you indicated would be accepted if the agency had the capacity.

Response:

For clarification, the ECUA is requesting and only accepting quotes within the current RFP process and based on the specifications stated in the RFP.

20. On page 19 of 30, Exhibit 6, it states that ECUA currently has their Auto Insurance, Property Insurance and Excess Workers Compensation with The Florida League of Cities and you are not requesting quotes but wanted us to state our capability. Our capability is as follows: We are able to provide quotes for all lines of coverage ECUA currently has divided up between Fisher Brown and Florida League of Cities.

Response:

For clarification, the ECUA is requesting and only accepting quotes within the current RFP process and based on the specifications stated in the RFP.

21. I just wanted to clarify your request before I properly respond to the RFP. You want the RFP to be in by July 1 for all the policies that are expiring from 6/15 – 11/18 of this year? Or are you looking for just the flood Portions that will be expiring from June-August (the rest of the major policies are October and November). We would be happy to provide you a quote on the other portions of the business (Bonds, D&O, Pollution Liability) if you would allow us to, but the 7/1 due date is beyond most company's guidelines on releasing quotes (usually most quotes expire in 30 days). Can you please clarify this for us, so we can properly respond to the RFP? I appreciate your help on this!

Response:

Quotes provided in response to the RFP should be for specified insurances and bonds in the RFP. The expectation is for proposers to provide quotes based on the coverage details, similar policy periods, and information contained in the questionnaires which are part of the Proposal Forms.

Once the Agent-Broker is selected, ECUA and the Agent-Broker will establish and finalize policies prior to expiration of the current policy period for each respective policy or bond, with the intent to establish the new coverage period and effective date.

22. What is the address of the Pensacola Beach property and clarification of when the bid would open?

Response:

The address for the properties listed in Exhibits 1-C, 1-D, and 1-E:

53 Via De Luna Drive
Pensacola Beach, Florida 32561

If you have any questions, please email me at amy.williamson@ecua.fl.gov.

Regards,

Amy Williamson, CPPB, FCCM
Senior Purchasing Agent