



## ADDENDUM NO. 1

Date: June 17, 2020

To: All Interested Parties

From: Litsy C. Pittser, Procurement Specialist  
Village of Palmetto Bay  
9705 E Hibiscus Street  
Palmetto Bay, Florida 33157

Re: Request for Proposal RFP No. 1920-06-011  
Village of Palmetto Bay – Property, Liability & Workers' Compensation

This Addendum forms part of the Request for Proposal (RFP) Package advertised on April 29<sup>th</sup>, 2020 and with a bid opening date of August 24<sup>th</sup>, 2020, with any amendments and/or additions noted below.

### 1. Question:

We need full detailed loss reports that show claim detail for each open **and closed claim for the Liability/Property lines of coverage**. The attached report provided for the property/liability starting on page 19 only lists open claims and is not sufficient for any outside insurance company/program to provide quotes. The Village's current insurance provider has this information internally and can provide as they have done on other Cities this year and in previous years. Without this information, the Village will not be able to obtain other proposal responses.

**Response – Village: please refer to attachment #1 (.pdf)**

### 2. Question:

Current up to date Member Asset Survey– The attached document omits pertinent information such as year built, square footage, roof type etc. that are critical and required to provide property quotes in a Catastrophe prone state such as Florida. Again, this is information that the Village's current insurance provider has internally and can provide as they have done on other Cities this year and in previous years.

**Response – Village: please refer to attachment #2 (.pdf)**

**3. Question:**

Please note that the exposures for automobiles provided in the RFP are as of 10/01/2019. While the document does contain the minimum information need to provide a quote on the automobile insurance, if there have been any changes to the "schedule" of autos since 10/01/2019, we would ask for an updated schedule to be provided. If not, we will utilize the schedule provided.

**Response – Village: please refer to attachment #3 (.pdf)**

**4. Question:**

Please provide a copy of the scheduled inland marine items totaling \$29,675 in value.

**Response – Village: please refer to attachment #4 (.pdf)**

**5. Question:**

Please provide a copy of the Village's **2019 DECLARATIONS PAGE THAT SHOWS THE PROJECTED MEMBER INCENTIVE CREDIT AND TOTAL NET PREMIUM**

**Response – Village: please refer to attachment #5 (.pdf)**

**6. Question:**

We need the most recent loss runs for both Workers Compensation and Property/Liability. The bid document provided shows losses as of December 31, 2019. In order to provide an accurate quote, we will need losses as of March 31, 2020.

**Response – Village: please refer to attachment #1 (.pdf)**

**7. Question:**

Could you please tell me the total number of employees broken out by full time employees, part time employees, and volunteers?

**Response – Village: 56 full-time, 19 part-time, \* 27 temporary and \* 27 volunteers, \* numbers can vary.**

**8. Question:** Could you please provide 5 years of currently valued loss runs for the package and workers' compensation dated after March 31, 2020.

**Response – Village: please refer to attachment #8 (.pdf)**

**9. Question:** Could you please provide the 2020 experience modification factor.

**Response – Village: The Village's 2020 Experience Modification Factor is .98.**

Thank you,



Litsy C. Pittser  
Procurement Specialist

# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of ITB No: 1920-06-011

Title: Village of Palmetto Bay – Property, Liability and Workers' Compensation

Name of Contractor \_\_\_\_\_

Date Addendum Received \_\_\_\_\_

Total Pages of Addendum including Acknowledgement 4

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all bids. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.**