



## **ADDENDUM**

**SOLICITATION NO.:** RFP 2019-07 Property and Casualty Insurance

**ADDENDUM NO.** 2

**DATE:** 04/12/2019

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their Bid documents.***

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**Deadline for Proposals:**

No change in proposal due date.

**Specification Changes/Corrections:**

Please update page 38, Section 5.4 Fee Proposal by adding the bold words and removing those stricken:

a) **Schedule of Compensation**

The Proposer shall complete the "Fee Proposal" included as Attachment A with the RFP. Proposers shall list ~~hourly labor~~ **premiums rates** to be used in pricing the work required by City of Parkland described in the Scope of Services. These ~~labor~~ rates are to be quoted on a fully-burdened basis, incorporating direct labor costs, indirect cost, and profit.

Please update page 21, Section 5.1 PURPOSE by removing just the following sentence from paragraph one:

**5.1 PURPOSE:**

~~The City's property insurance program is structured around a \$10 million loss limit.~~

**Drawing Changes:**

N/A

**Questions/Clarifications and Answers:**

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Please provide the payroll by class codes.*

**Please find attached the FY2018 Class Codes.**

2. *Please provide the Property Schedule, Inland Marine Schedule and Auto Schedule.*

**Please refer to Addendum 1, Question number 2.**

3. *Is the City looking for responses / quotes regarding the ancillary coverages (flood, student accident and storage tank)?*

**Please use the attached updated Fee Schedule which now includes pricing for "Ancillary Services" to include in the quote.**

4. *Please elaborate on what is being stated on page 21 in Section 5.1 Purpose where it states "The City's property insurance program is structured around a \$10 million loss limit". Is the \$10 million figure a typo as there is nothing in the City's current coverage that would have that exact amount. Please confirm / clarify.*

**Please remove the sentence from Section 5.1, paragraph 1 as shown above.**

5. *On page 38 section 5.4 Fee Proposal, it states to list hourly labor rates to be used in pricing the work required by the City of Parkland. Are we to include labor rates in addition to the coverage premiums on Attachment "A" or should section 5.4 have asked for the "premiums" to be listed in lieu of "labor rates"?*

**Yes. Section 5.4 should read "Premiums". Please see the updated section above.**

6. *Regarding the Background Check Affidavit form (pages 65 – 67), are we to have all employees that will be working with the City have background checks prior to us submitting the proposal response and, therefore, we have to complete page 67 with "Passed" or "Failed" confirmed?*

**Actual background checks are only needed if your firm is recommended for award; however the Background Check Affidavit is required to be completed at the time of the submission.**

7. *Are we to do anything with pages 82 – 84 (Exhibits A, B and C)?*

**Please delete pages 82-84 (Exhibits A, B and C) there were erroneously included.**

NAME OF COMPANY: \_\_\_\_\_

## ATTACHMENT "A"

### FEE PROPOSAL

COVERAGE	TOTAL NET PREMIUM
General Liability Coverage	\$
Vehicle Liability Coverage	\$
Vehicle Physical Damage Coverage	\$
Property Coverage	\$
Workers Compensation Coverage	\$
<b>TOTAL BASE BID COST</b>	<b>\$</b>

### OPTION A - AUXILLARY POLICIES

**These items are Auxiliary Policies and optional. Vendors are requested to provide a premium for these items, however these costs will not be used for evaluative purposes.**

COVERAGE	TOTAL NET PREMIUM
Flood Insurance (Liberty Park Restrooms)	\$
Flood Insurance (Equestrian Center)	\$
Student Accident (Summer Camp)	\$
Storage Tank (Emergency Generators -2)	\$
<b>TOTAL COST</b>	<b>\$</b>

**OPTION A – AUXILLARY POLICIES:\$ \_\_\_\_\_**

**BASE BID COST:\$ \_\_\_\_\_**

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.	
Signature:	
Title:	
Date Signed:	
Printed Name:	
Firm or Company:	
Email:	

**As the best interest of the City may require, the right is reserved to make award(s) by individual commodities or services, group of commodities or services, all or none or any combination thereof. When a group is specified, all items within the group must be quoted. A vendor desiring to bid “No Charge” on an item in a group must so indicate, otherwise the quote for the group will be construed as incomplete and may be rejected. However, if Vendors do not quote all items within a group, the City reserves the right to award on an item by item basis.**

**City of Parkland**  
**FY 2018 Workers Compensation Final Audit Statement**

<u>Classification of Operations</u>	<u>Class Code</u>	<u>Exposure</u>
Street or Road Maintenance or Beautification & Drivers	5509	582,160
Crossing Guards	7720	139,004
Clerical Office Employees NOC	8810	3,121,403
Buildings - Operation by Owner or Lessee	9015	398,370
Park NOC - All Employees & Drivers	9102	986,374
Municipal, Township, County or State Employee NOC	9410	<u>1,170,483</u>
	<b>Total Audited Payroll</b>	<b><u><u>6,397,794</u></u></b>