



HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Purchasing Department

600 S. Commerce Ave.

Sebring, FL 33870

(863) 402-6500 Purchasing Main Line

Purchasing Contact: Chris Davis, Purchasing Manager

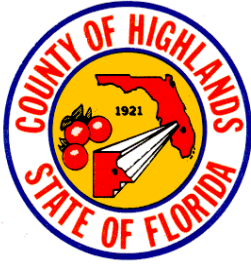
(863) 402-6528, Direct Line

REQUEST FOR PROPOSAL

RFP No: 21-012 Property and Casualty Insurance

- x Pre-Solicitation Meeting: None Scheduled for this solicitation**
- Location: N/A**
- ✓ Request for Information Deadline: April 30, 2021 prior to 5:00 PM**
- ✓ Submission Deadline: Wednesday, June 16, 2021, prior to 3:30 PM**

Advertised Date: March 6, 2021 and March 13, 2021



COMMISSIONERS

HIGHLANDS COUNTY
BOARD OF COUNTY

PURCHASING DEPARTMENT

REQUEST FOR PROPOSALS (RFP) INVITATION

The Board of County Commissioners (“County”), Highlands County, Sebring, Florida, a political subdivision of the State of Florida; and the Board of County Commissioners sitting as the Board of Supervisors of various Special Benefit Districts of Highlands County, Florida; and the Highlands County Constitutional Officer’s (except the Sheriff) will receive sealed proposals in the County Purchasing Department (“Purchasing”) for the following services:

RFP 21-012 Property and Casualty Insurance

Pursuant to Section 287.057, Florida Statutes and the Highlands County Purchasing Manual, the Board of County Commissioners, Highlands County, Florida, and the Board of County Commissioners sitting as the Board of Supervisors of various Special Benefit Districts of Highlands County, Florida, and the Highlands County Constitutional Officers (except the Sheriff) hereby gives notice that it intends to award a contract for Property and Casualty Insurance. The contract services will be for a 1 year term and may be extended upon mutual agreement for additional years with the approval of the parties.

RFP with criteria, requirements, and other information, may be downloaded from our website: www.highlandsfl.gov under the Purchasing Division and navigating to “Current Solicitations” or on www.vendorregistry.com. Copies of solicitation documents obtained from other sources are not considered official and should not be relied upon.

Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing contact prior to the deadline time and date listed on the cover page.

Determination of Proposer’s qualifications will be based on its Proposal which is to be completed and submitted in accordance with the RFP specifications.

Due to the Covid 19 and CDC recommendations proposals may be provided in one of two methods, either by mail **or** by electronic submittal. Electronic submittal may be uploaded into Vendor Registry.com with access through the County website at www.highlandsfl.gov. Vendors can register through the County’s website which should provide free access for uploading a proposal on Vendor Registry. **Or** mail in a hard copy and electronic copy of their proposal to the Purchasing Department, 600 S. Commerce Avenue., Sebring, FL 33870. Each mail in submittal shall include one (1) original printed proposal packet one (1) exact electronic copy (CD or thumb drive) of the Proposal submission packet. Proposals mailed in must have envelopes sealed and marked with the **RFP 21-012** number and name to identify the enclosed Proposal.

PROPOSALS MUST BE UPLOADED on Vendor Registry **or** DELIVERED to the Purchasing Department, 600 S. Commerce Avenue., Sebring, FL 33870 by no later **than 3:30 P.M., June 16, 2021**, at which time they will be opened. The public is invited to attend this meeting. Proposals received later than the date and time specified will be rejected. Emailed proposals will **not** be accepted.

The County will not be responsible for the late deliveries of Proposals that are incorrectly addressed, delivered in person, by mail, electronically uploaded or any other type of delivery service.

Highlands County Local Preference Policy and WBE/MBE will apply to the award of this bid.

The County reserves the right to accept or reject any or all Proposals or any parts thereof, and the determination of this award, if an award is made, will be based on the score/ranking of each Proposal and may include presentations, if requested by the evaluation committee, from shortlisted firms. The County reserves the right to waive irregularities in the Proposal.

The County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes should contact Ms. Rebecca Cable, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: hrmanager@highlandsfl.gov. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners
Purchasing Department
Highlands County, Florida

Website: www.highlandsfl.gov

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SECTION 1 GENERAL TERMS AND CONDITIONS

DEFINITIONS: For purposes of this Request for Proposal (RFP), the following terms are defined as follows:

- 1.1. **County** means Highlands County, a political subdivision of the State of Florida, the Highlands County Board of County Commissioners and other public entities involved in this cooperative solicitation.
- 1.2. **Proposer** means the person or entity submitting a proposal in response to this RFP that meets the requirements set forth in the solicitation documents.
- 1.3. **Firm** means the Proposer who signs a contract with the County to perform the Scope of Services and is licensed to perform this work.

- 1.4. **All Proposals shall become the property of the County.**

2. RESERVATION OF RIGHTS:

This RFP constitutes only an invitation to submit a Proposal to the County. The County reserves, holds and may in its own discretion, exercise any or all of the following rights and options:

- 2.1. To supplement, amend or otherwise modify this RFP, and to cancel this RFP with or without the substitution of another Request for Proposals (RFP).
- 2.2. To issue additional subsequent RFPs.
- 2.3. To reject all incomplete / non-responsive responses, or responses with errors.
- 2.4. The County reserves the right to determine, in its sole discretion, whether any aspect of the submitted Proposals is satisfactory to meet the criteria established in this document, the right to seek clarification and/or additional information from any submitting Proposer.
- 2.5. The County also reserves the right to refine the scope of services. This refinement is not to include any new services not advertised but to allow more specifically the define work integral to that in the advertised scope.
- 2.6. If the County believes that collusion exists among Proposers, all Proposals will be rejected.
- 2.7. Make available to Respondents any data available in the County's files pertaining to the work to be performed under this RFP.
- 2.8. Decide and dispose of all claims, questions, and disputes arising under this RFP..
- 2.9. Have the right to audit the records of the Respondents that enter into contracts pursuant to this RFP at any time during the contract period and for a period of five years after final payment is made by the County.
- 2.10. The County, the State and Federal auditors, as applicable, must be reserved the right to audit the records of the awarded Proposer related to this RFP at any time during the contract period and for a period of five (5) years after final payment is made. The awarded Proposer shall provide copies of any records related to contracts entered into in connection with this RFP upon request.
- 2.11. Pay fees and other compensation computed in accordance with a fee schedule to be incorporated in the contract.

3. PUBLIC RECORD:

3.1. Pursuant to Florida Statutes, Section 119.0701:

IF YOU HAVE QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES, CHAPTER 119, TO YOUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS:

**COUNTY CLERK: GLORIA RYBINSKI
COUNTY PUBLIC INFORMATION OFFICER
600 SOUTH COMMERCE AVENUE
SEBRING, FLORIDA 33870
TELEPHONE NUMBER: (863) 402-6836
HCBCCRECORDS@HIGHLANDSFL.GOV**

3.2. Firm agrees to comply with public records laws, specifically to:

- 3.2.1. Keep and maintain public records required by the County to perform the services set forth herein.
- 3.2.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- 3.2.3. Ensure that public records which are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law, for the duration of the contract term and following completion of the contract if the Firm does not transfer the records to the County.
- 3.2.4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the Firm or keep and maintain public records required by the County to perform the services set forth herein. If the Firm transfers all public records to the County upon completion of the contract, the Firm shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Firm keeps and maintains public records upon completion of the contract, the Firm shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

4. DOCUMENTS OR PHOTOGRAPHS:

- 4.1. The Firm will be prohibited from publishing or releasing any information related to the requested services without the prior written permission from the County, except as allowed by law.
- 4.2. All reports or documents resulting from the ensuing contract will remain the sole property of the County.
- 4.3. Agree that all data, reports, specifications, ordinances, and other work products collected or developed by the Respondent will become the property of the County

without restrictions or limitations and shall be made available at any time upon request to the County.

- 4.4. Except as otherwise required by law, Respondents shall provide copies of any records related to contract solely at the cost of reproduction.

5. **COMPLIANCE(S):** By submission of a proposal the proposer acknowledges and certifies compliance with the items stated herein.

Compliance with Florida Statutes Sections 287.087, on Drug Free Workplace, 287.133(2)(a), on Public Entity Crimes, and 287.134, on Discrimination and Section 287.135, Florida Statutes, prohibiting contracting with scrutinized companies, is required. The Proposer certifies by submittal of a Proposal to agree to these requirements.

CERTIFICATIONS OF COMPLIANCE WITH REFERENCED SECTIONS OF FLORIDA STATUTE 287 ARE INCLUDED IN THE FORMS SECTION, AND MUST BE SIGNED AND NOTARIZED AND INCLUDED WITH THE PROPOSAL SUBMITTAL.

- 5.1. This section left blank.

- 5.2. This section left blank

- 5.3. **E-Verify Program:** Each response must contain proof of enrollment in the U.S. Department of Homeland Security's E-Verify system. The successful Respondent shall verify the employment eligibility of all employees including new employees hired by the Respondent during the term of the contract, which will expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all employees including new employees hired during the contract term.

- 5.4. **Indemnification Clause:** The following "Statement of Indemnification" will be incorporated in the contract entered into in connection with this RFP.

"The FIRM agrees to be liable for any and all damages, losses, and expenses incurred, by the COUNTY, in any way related to the services provided herein and this Agreement, caused by the acts and/or omissions of the FIRM, or any of its employees, agents, sub-contractors, representatives, volunteers or the like. The FIRM agrees to indemnify, defend and hold the COUNTY harmless for any and all such claims, suits, judgments or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omissions of the FIRM, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like through and including any appeals in any way related to the services provided herein and this Agreement. Said indemnification, defense, and hold harmless actions shall not be limited by any required insurance coverage amounts set forth herein and shall survive termination or natural termination of this Agreement."

- 5.5. **Sales and Use Tax:** The Proposer shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida law of the successful Proposer and its material suppliers.

- 5.6. Board policy prohibits any County employee or members of an employee's family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00.
6. **COUNTY EMPLOYEES / CONFLICT OF INTEREST:** All Proposers must disclose the name of any officer, director or agent who is also an employee of the HCBCC, or any of the public entities which will receives services related to this solicitation. All Proposers must disclose the name of any employee of the entities named in the preceding sentence who owns, directly or indirectly, any interest in the Proposer's business or any of its branches.
7. **PROPOSER/RESPONDENT:**
- 7.1. Respondents must be an individual, firm, partnership, corporation, association or other legal entity permitted by law to practice architecture, engineering, surveying or mapping in the State of Florida.
- 7.2. Successful Respondents shall not be allowed to substitute partnership or team members named in its response without the prior written permission of the County.
- 7.3. The successful Respondents shall submit proof of Florida licenses and/or certifications as required by the County and State.
- 7.4. Qualified vendors who will not be responding to this RFP are requested to notify the County and indicate why they are not proposing.
- 7.5. Each Proposer is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability, on the part of the Proposer, to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Proposer from its obligation to honor its proposal and to perform completely in accordance with its proposal. It shall be the Proposer's responsibility to educate themselves of the applicable laws, rules and regulations.
- 7.6. If any Proposer violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this RFP, such Proposer may be disqualified from performing the work described in this RFP or from furnishing the goods or services for which this RFP is issued and may be further disqualified from bidding/proposing on any future requests for work, goods, or services for the County.
- 7.7. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this RFP, the prevailing party will be entitled to recover attorney's fees and costs, including attorney's fees and costs through appellate proceedings. Venue is in Highlands County, Florida.
- 7.8. **Suspension Or Debarment:** By submitting a response, the Firm certifies that it is not currently debarred from submitting bids, proposals or other responses for contracts issued by any political subdivision or agency of the State of Florida or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting such responses for contracts issued by any subdivision or agency of the State of Florida or Federal government.
- 7.9. **Anti-Lobbing:** Proposers, their agents and associates shall not solicit any County Official, employee, agent, or volunteer and shall not contact any County Official, employee, agent, or volunteer other than the individual listed in Section XV of this RFP for additional information and clarification.

8. PREPARATION OF PROPOSAL:

- 8.1. Proposals are due and must be received in accordance with the instructions given in the invitation page and any subsequent Addenda, if applicable.
- 8.2. Proposals must be signed by an individual of the Proposer's organization legally authorized to commit the Proposer to the performance of services contemplated by this RFP.
- 8.3. The Proposer is solely responsible for all costs associated with responding to this solicitation. No reimbursement will be made for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any Proposer, as a result of this solicitation and subsequent evaluation process.
- 8.4. Due care and diligence have been exercised in the preparation of this RFP and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Proposal. Neither the County nor its representatives shall be responsible for any error or omission in the Proposals submitted, nor for the failure on the part of the Proposers to determine the full extent of the exposures.
- 8.5. E-mailed and faxed Proposals will not be accepted.
- 8.6. Any blank spaces on the required Proposal form or the absence of required submittals or signatures may cause the Proposal to be declared non-responsive.
- 8.7. Proposer is to ensure that all licenses, certifications and other requested documentation is included with their submission. Such as, but not limited to, Minority Owned and Women Owned business certificate, professional license or certification(s.)
- 8.8. The County is not responsible for correcting any errors or typos made on the Proposal. Incorrect calculations or errors may cause the Proposal to be declared non-responsive.
- 8.9. If submitting a Proposal for more than one Request for Proposal (RFP), each Proposal must be in a separate sealed envelope and correctly marked. Only one Proposal per RFP or "category", as applicable, shall be accepted from any person, corporation or firm. Modifications will not be accepted or acknowledged.

9. REQUEST FOR INFORMATION (RFI)/ADDENDA:

- 9.1. Refer all correspondence, questions, clarifications, etc. regarding this solicitation to the Purchasing designated contact prior to the RFI Cut-off time and date listed on the cover page.
- 9.2. Any interpretation, clarification, correction or change to this RFP will be made by written addendum issued by the Purchasing Department.
 - 9.2.1. Official documents are posted and available for download on the County's website, www.highlandsfl.gov and www.VendorRegistry.com. Information obtained from other locations may not be complete and/or accurate.
 - 9.2.2. Any oral or other type of communication concerning this RFP shall not be binding.
- 9.3. All pages included in or attached by reference to this RFP shall be called and constitute the Request for Proposals as stated on the front page of this RFP.
- 9.4. It is the sole responsibility of the Proposer to check the website for Addendums.

- 9.5. Proposers must acknowledge receipt of Addendums by completing the respective section on the bid/proposal submittal form.
- 9.6. In this RFP the County has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the County. If deemed necessary, the Purchasing Division will supplement this RFP document with Addendums.

10. EXCEPTIONS / ITEMS NOT IDENTIFIED IN THE SCOPE OF SERVICES: No exceptions to the scope of services will be authorized.

11. JOINT PROPOSALS:

- 11.1. In the event multiple vendors submit a joint Proposal in response to this solicitation, a single Proposer shall be identified as Primary Proposer. The Primary Proposer must include the name, address and contact information of all parties of the joint Proposal. Primary Proposer shall provide all insurance requirements, execute any contract, sign the Proposal and have overall and complete accountability to resolve any dispute arising within the contract. Only a single contract with one Proposer will be acceptable. Invoices will be accepted from and paid only to the Primary Proposer. Primary Proposer shall remain responsible for performing services associated with Proposal made in response to this RFP.

12. RESPONSES RECEIVED LATE

- 12.1. It shall be the Proposer's sole responsibility to deliver the sealed proposal submission to the Highlands County Purchasing Division prior to or on the time and date stated.
- 12.2. Any proposals received after the stated time and date will not be considered. The proposal shall not be opened at the public opening. Arrangements may be made for the unopened proposal to be returned at the Proposer's request and expense.
- 12.3. The County shall not be responsible for delays caused by the method of delivery such as, but not limited to; Internet, United States Postal Service, overnight express mail service(s), or delays caused by any other occurrence.

13. SELECTION PROCEDURE:

- 13.1. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Proposals, to reject any and all Proposals in whole or in part, with or without cause, and to accept that Proposal, if any, which in its judgment will be in its best interest.
- 13.2. Award will be made to the Proposers whose Proposal is determined to be the most advantageous to the County, taking into consideration those Proposals in compliance with the requirements as set forth in this RFP. The County reserves the right to reject any and all Proposals for any reason or make no award whatsoever or request clarification of information from the Proposers.

14. TIE BREAKER: In case of a tie in ranking, the award will be made as follows:

- 14.1. **Step 1:** The Proposer that has the highest number of number 1 rankings shall be deemed ranked as the higher Proposer.

- 14.2. **Step 2:** Upon completion of step 1, if a tie still exists the Proposer with the highest number of 2nd place rankings shall be the higher ranked Proposer.
- 14.3. **Step 3:** Upon the completion of steps 1 and 2 should a tie still remain the method used above will continue with each ranking level, 3rd, then 4th, then 5th highest rank, will be counted until the tie is broken.
- 14.4. **Step 4:** After the completion of Steps 1 through 3 if a tie still exists a flip of a coin shall determine the highest ranked proposer.
- 14.5. When the tie breaker is determined, the highest ranked Proposer shall be awarded the contract or receive the first opportunity to negotiate, as applicable.
- 14.6. If an award or negotiation is unsuccessful with the highest ranked Proposer, award or negotiations may commence with the next highest ranked Proposer.

15. CONTRACT NEGOTIATIONS AND EXECUTION:

- 15.1. Negotiation of contracts with Respondent will follow the order of score by Evaluation Committee from highest to lowest score. Contract negotiations shall follow the procedures adopted by the Highlands County Board of County Commissioners.. The Evaluation Committee may require selected Respondents to submit technical or other additional information related to its response during contract negotiations.
- 15.2. The County reserves the right to award a contract to the Firm deemed in the best interest of the County.
- 15.3. After negotiations, contract will be submitted to the County Administrator and Board Attorney for review prior to submittal to the Board. All reviewed contracts will be placed on a Board of County Commissioners' Agenda for its consideration.
- 15.4. The successful Firm shall enter into a contract that substantially reflects the requirements of this RFP and normal contract terminology. The County reserves the right to waive or adjust any minor inconsistencies between the RFP and the finalized contract and any resulting purchase order entered into pursuant to this RFP.

16. CONTRACT REQUIREMENTS:

Firm contracting with the county shall:

- 16.1. **License/Certification:** Perform all professional services to current professional standards of the applicable discipline.
- 16.2. **Personnel:**
 - 16.2.1. Maintain an adequate staff of qualified personnel.
 - 16.2.2. Not subcontract, assign or transfer any work under any contract without the written approval of the County.
- 16.3. **Standard of Work:**
 - 16.3.1. Ensure that all work meets all current federal, state, and local laws, regulations, and ordinances applicable to the work.
 - 16.3.2. If, at any time during the contract term, the service performed, or work done by the Firm is considered by Highlands County to create a condition that threatens the health, safety, or welfare of the community, the Firm shall, on being notified by Highlands County, immediately correct such deficient service or work. In the event the Firm fails, after notice, to correct the deficient service or work immediately, Highlands County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the Firm.

16.4. Coordination of Work:

- 16.4.1. Cooperate fully with the County in the scheduling and coordination of all aspects of the service.
- 16.4.2. Report the status of the service to the County upon request and hold pertinent data, calculations, field notes, and records open to the inspection of the County and its authorized agents at any time.

16.5. Change in Scope:

- 16.5.1. Perform any additional work required for a particular change order approved by the County.
- 16.5.2. Have approval from the County in writing prior to commencement of any change order.

16.6. Assignment Of Contract: The selected Proposer shall not assign, transfer, convey, sublet or sell any portion of any contract entered into in connection with this RFP unless permission is first given by the County. All matters dealing with these actions must be conducted in written format.

16.7. ADA Compliance: The contract will provide that any ADA or work conditions complaints against the Contractor will be processed through the County's Human Resources Department and are to be corrected within five (5) business days. Written response to the Human Resources Manager is required. Failure to properly resolve complaints within five (5) business days may result in cancellation of the contract. Repeat complaints against the Contractor may result in termination of contract.

17. TERMINATION

17.1. Any contract entered into pursuant to this RFP may be terminated by the Respondent upon 30 days prior written notice to the County in the event of substantial failure by the County to perform in accordance with the terms of the contract through no fault of the Respondent. It may also be terminated by the County with or without cause upon 7 days written notice to the Respondent. Unless the Respondent is in breach of the Contract, the Respondent shall be paid for services rendered to the County through the date of termination. After receipt of a Termination Notice and except as otherwise directed by the County, the Respondent shall.

- 17.1.1. Stop work on the date and to the extent specified.
- 17.1.2. Terminate and settle all orders and subcontracts relating to the performance of terminated work.
- 17.1.3. Transfer all work in process, completed work, and other material related to the terminated work to the County.

17.2. Continue and complete all parts of the work that have not been terminated. The County reserves the right to cancel and terminate any contract entered into pursuant to this RFP in the event the Respondent or any employee or agent of the Respondent is convicted of any crime arising out of or in conjunction with any work being performed by the Respondent for or on behalf of the County. The County reserves the right to suspend the qualifications of the Respondent to do business with the County upon any such conviction. The County reserves the right to terminate any contract entered into pursuant to this RFP in the event the Respondent is placed in either voluntary or involuntary bankruptcy or an assignment is made for the benefit of

Respondent's creditors. Upon termination of any contract entered into pursuant to this RFP, all tracings, plans, specifications, computer files, maps, and data prepared or obtained under that contract shall be immediately turned over to the County by Respondent.

SECTION 2. ACKNOWLEDGEMENT OF INSURANCE REQUIREMENTS

By signing the Insurance Requirements included in this RFP, Proposer acknowledges these conditions include Insurance Requirements. It should be noted by the Proposer that, in order to meet the County's requirements, there may be additional insurance costs to the Proposer's firm. It is, therefore, imperative that the proposer discuss these requirements with the Proposer's insurance agent, as noted on the Insurance Check List, so that allowances for any additional costs can be made by the Proposer. The Proposer's obligation under this provision shall not be limited in any way by the agreed upon contract price, or the Proposer's limit of, or lack of, sufficient insurance protection. Proposer also understands that the evidence of required insurance may be required within five (5) business days following notification of its offer being accepted; otherwise, the County may rescind its acceptance of the Proposer's bid. The specific insurance requirements for this solicitation are included as part of this solicitation.

SECTION 3. SPECIAL TERMS AND CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included or are revising in the County's standard General Terms and Conditions or the Scope of Services.

1. TERM:

- 1.1. The Firm shall be responsible for furnishing and delivering to Highlands County requesting Department(s) the commodity or services for the **contract period**. The coverage will be renewed annually upon mutual agreement.

2. BASIS OF AWARD:

- 2.1. The County intends to award this contract to a qualified Firm(s) based on scoring and final ranking of the firms.

3. MINIMUM QUALIFICATIONS:

- 3.1. Firms registered to do business in the state of Florida (Sunbiz).

4. SPECIALIZED TASKS:

- 4.1. Firm(s) must adhere to applicable funding mandates. The requirements could include, but are not limited to the following, in the current version, as applicable:
 - 4.1.1. 2 CFR 200
 - 4.1.2. 49 CFR 26.51; 337.139, F.S;
 - 4.1.3. FDOT Contract Compliance Manual (FDOT Topic No. 275-027-005)
 - 4.1.4. Florida Unified Certification Program DBE Directory; and
 - 4.1.5. FDOT Equal Opportunity Compliance Application.
 - 4.1.6. A determination of allowable costs in accordance with Federal Cost Principles will be performed for services rendered under any resulting contract from this solicitation.
 - 4.1.7. Performance evaluations will be conducted on all contracted services.

4.1.8. Disadvantage Business Enterprise (DBE) utilization data & payment reporting and Bid Opportunity Reporting is required by the selected firms. DBE participation is encouraged. DBE participation is not required for contract award.

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SECTION 4. INTRODUCTION AND BACKGROUND

1. INTRODUCTION

The Highlands County Board of County Commissioners, hereinafter referred to as “the County,” desires to contract for professional services to provide property and casualty insurance and other risk management services.

Coverage lines to be included are:

- Property/Inland Marine
- Equipment Breakdown
- Crime
- Comprehensive General Liability (including Medical Attendants’/Medical Directors’ Malpractice Liability)
- Automobile Liability and Auto Physical Damage
- Public Official Liability (including Employment Practices Liability)
- Workers’ Compensation
- Cyber Liability
- Deadly Weapon Coverage
- Fiduciary Liability
- Ocean Marine
- Pollution

With respect to renewal proposals for the County’s current program or any option utilizing deductibles rather than self-insured retentions, where applicable, additional services should include loss control services, claims administration, medical nurse case management, and appropriate legal representation and consultation as necessary to the relevant line of coverage. Proposers can assume that when these types of services are referred to, they are being referred to with respect to the County’s current program or for those lines utilizing a deductible.

2. BACKGROUND

Highlands County is a non-charter county established under the Constitution and laws of the State of Florida. The County is in the center of the State and is home to a population of more than one hundred thousand citizens. It counts within its borders the City of Sebring, the City of Avon Park, and the Town of Lake Placid, among several other communities in its unincorporated areas.

Highlands County is governed by five elected County Commissioners and an appointed County Administrator. The County Administrator and the Assistant County Administrator have executive powers to implement all decisions, ordinances, motions and the policies and procedures set forth by the Board of County Commissioners.

The County Administrator manages an annual budget in excess of \$150 million dollars and oversees more than 385 County employees.

County operations fall under eight departments, each overseen by a department director who reports directly to the County Administrator.

The departments under Administration include:

- Ag Extension
- Business Services
- Community Programs

Development Services
Engineering and Solid Waste
Parks & Facilities
Public Safety
Road & Bridge

See <https://www.highlandsfl.gov/> for more information.

SECTION 5. SCOPE OF SERVICES

The Highlands County Board of County Commissioners, hereinafter referred to as “County,” desires to contract for professional services to provide property and casualty insurance and other risk management services. Coverage lines to be included are Property/Inland Marine, Equipment Breakdown, Crime, Comprehensive General Liability (including Medical Attendants’/Medical Directors’ Malpractice Liability), Public Official Liability (including Employment Practices Liability), Cyber Liability, Automobile Liability and Auto Physical Damage, Workers’ Compensation, Deadly Weapon Protection, Fiduciary Liability, Ocean Marine, and Pollution. With respect to renewal proposals for the County’s current program or any option utilizing deductibles, where applicable, additional services should include loss control services, claims administration, medical nurse case management, and appropriate legal representation and consultation as necessary to the relevant line of coverage. Proposers can assume that when these types of services are referred to, they are being referred to with respect to the County’s current program or for those lines utilizing a deductible.

Insurance funds, captive insurers, other types of providers, or insurance carriers with a rating of “A” or above by A.M. Best or equivalent are preferred.

If the coverage is to be provided by a person or organization not rated by A.M. Best, proposals for such coverage or service will only be accepted if the person or organization providing the service or coverage:

- 1) Has, as of the proposal return date specified in the RFP, been successfully operating in the State of Florida for a minimum of five (5) consecutive years;
- 2) Submits with its proposal its last audited financial statement issued by a Certified Public Accountant, which:
 - a) is dated no earlier than 18 months prior to the proposal return date specified in the RFP;
 - b) offers an unqualified opinion of the financial viability of the person or organization.

1. SCOPE OF SERVICES: The scope of services is a general guide to the work the County expects to be performed by the Proposer and is not an exhaustive listing of all services that may be required or desired.

2. POLICY/CONTRACT FORMAT: The County may benefit by combining coverage options from more than one proposal. Each proposer should state the extent to which individual coverage lines being proposed are separable without a change in premium costs.

3. PAYMENT OF PREMIUMS: The County desires to have the options of installment payments. Proposers are requested to indicate their most favorable terms and payment options.

4. LOSS CONTROL ASSISTANCE: Proposers are expected to provide loss control and safety assistance and are requested to submit information regarding loss control programs and applicable costs, if additional.

5. COST ALLOCATION ASSISTANCE: Proposers are expected to assist the County and provide a sound method of cost allocation based on acceptable industry standards using the premium, exposures, and loss data. Billing premiums should be broken down by lines of coverage with all fees and charges clearly identified and directly associated with a line of coverage. Proposers are encouraged to provide examples of premium and service billing, as well as examples of sound cost allocation methods to aid the County with equitable distribution of the premium cost back into various funds and accounts.

6. CLAIMS SERVICES: Proposers are expected to provide prompt and professional claims service and are requested to submit information regarding claims service and applicable costs, if additional. Loss runs should be furnished to the County on no less than a quarterly basis, preferably in electronic format. Proposals should include sample loss runs.

7. EXISTING CLAIMS “RUN-OUT” MANAGEMENT: Proposer should provide a program and procedure for dealing with “run-out” or existing claims at the termination or non-renewal of any contract period. This should include but is not limited to continued existing claims management and defense, transfer or sale of existing claims to a new carrier or third party, assuming existing claims from a former carrier, and final disposition of existing claims. All associated costs are to be clearly identified. For the purpose and intent of this RFP, existing claims means any style or type of claim with a date of loss prior to October 1, 2021, whether currently reported or not. This procedure or method should be explained in detail by proposer and all potential costs for claims administration and defense should be clearly disclosed and identified.

8. LEGAL SERVICES: Proposers who include legal services as part of their claims service are requested to submit information regarding who is used, their contractual relationship with the proposer, the individual or firms’ qualifications and experience, and applicable costs, if additional. This should include legal consultation, pre-defense review, and claims defense.

9. GENERAL CONDITIONS

A. Named Insured for All Policies: Highlands County, a Political Subdivision of the State of Florida, including elected officials, appointed officials, past officials, employees, and volunteers while acting within the scope of duties. PLUS: Any affiliated or subsidiary board, authority, committee, or independent agency (including newly constituted) provided that such affiliated or subsidiary board, authority, committee, or independent agency is either a political body created by a listed named insured, or one in which controlling interest or membership therein is vested in a listed named insured.

B. Constitutional Offices Endorsement: Under the current program, each of the following is included as a covered party as respects the Automobile, Commercial General Liability, and Public Official Liability policies:

- a. Clerk of Court
- b. Tax Collector

- c. Property Appraiser
- d. Supervisor of Elections

C. Cancellation/Non-Renewal: The County shall be given at least 45 days' notice of cancellation, non-renewal, or adverse change of contracts.

D. Extension: The County desires an option to extend coverage 30-60 days beyond contract terms, with County providing at least 45 days' notice to Proposer.

E. General Liability and Public Official Liability should be non-auditable.

10. GENERAL INFORMATION:

Named Insured: Highlands County, a Political Subdivision of the State of Florida
Address: 600 S. Commerce Ave., Rm. B233
Sebring, FL 33870-3809

Website: <https://www.highlandsfl.gov/>

Effective Date of Coverage: October 1, 2021 through September 30, 2022

ALL QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED, IN WRITING TO cmdavis@highlandsfl.gov.

11. CURRENT COVERAGE INFORMATION: All current coverage and policy information is attached. Any updates will be issued via addendum. See **Attachment A – Coverage Document**. The County's current insurers are Preferred (package, workers' compensation), Travelers (excess crime, fiduciary liability), Great American (Ocean Marine), and Indian Harbor (Pollution). The agent for all policies is Public Risk Insurance Advisors. With respect to its appetite for risk, the County can be described as risk averse; all lines except pollution are written on a first-dollar basis, with very low retentions, if any.

12. MOST RECENT FINANCIAL STATEMENT AND ANNUAL REPORT: The County's most recent Comprehensive Annual Financial Report (CAFR) is available to download via the County's Website, https://www.highlandsfl.gov/departments/business_services/omb/index.php.

13. CURRENT EXPOSURE INFORMATION: See **Attachment B – Statement of Values** and **Attachment C – Projected Payroll** for 2021-2022.

14. LOSS AND HISTORICAL EXPOSURE INFORMATION: For detailed loss information for all lines of coverage, **Attachment D – Loss History** available by request to **Chris Davis** cmdavis@highlandsfl.gov.

15. Coverage terms should not deviate from what has been requested, although optional limits/deductibles/retentions differing from those specified may be considered.

16. COVERAGE BEING REQUESTED:

PROPERTY COVERAGE:

- Building and Contents are to be insured on a Blanket Basis with an Agreed Value endorsement (no coinsurance).

- Coverage is to be on an “All Risk”, “All Other Perils” or “Special Perils Form” or its equivalent.
- Coverage is to be on a Replacement Cost basis for real and personal property
- Building Ordinance Coverage should be included.
- Permission to Rebuild at another site or Not to Rebuild.
- Architect Fees should be included.
- Includes Property in Transit.
- Automatic Coverage – Up to - \$2,000,000 – With No Additional Premiums for Remainder of Term.
- Currently the AOP deductible is \$2,500, but options for higher AOP deductibles may be considered.
- The desired wind deductible is 2% but options for wind deductibles may be considered.
- Any shared or individual member wind deductible should not exceed 5% of the total values at each building / structure involved in the loss per any one occurrence.
- Proposers are to provide detailed information regarding their surplus ratio. Non-rated trusts should provide copies of their latest financial statements.

Rating Information:

Total Building Values	\$118,848,260
Total Content Values	\$25,730,304
Scheduled Inland Marine / Blanket Unscheduled	\$19,270,136
TOTAL INSURED VALUE	\$163,848,700
Loss of Business Income	\$500,000
Additional Expense	\$1,000,000

Flood Coverage and Sudden Earth Movement Coverage should mirror the current policy. See Attachment A.

INLAND MARINE: The following Inland Marine floaters are to be included, on a Blanket Basis, with an Agreed Value endorsement (no coinsurance), per the State of Values in **Attachment B:**

- Communications Equipment
- Contractor’s/Mobile Equipment
- Electronic Data Processing Equipment
- Emergency Service Portable Equipment
- Fine Arts
- Rented, Borrowed or Leased Equipment
- Unscheduled Blanket Inland Marine subject to a maximum any one item of \$25,000

EQUIPMENT BREAKDOWN: Comprehensive coverage including breakdown, should be proposed for all locations, for all objects in use or connect-ready for use, objects acquired by the County after policy inception and at newly acquired locations.

Coverage is requested for all objects which may qualify as fired or unfired vessels, refrigerating

and air conditioning systems and piping and accessory equipment and for all objects which may qualify as mechanical or electrical machines, apparatus or equipment which generates, controls, transmits, transforms, or utilizes mechanical or electrical power or energy.

Amount of Coverage:

Limit per Accident \$50,000,000 Property Damage/Loss of Business
 Income/Additional Expense
 \$2,500 Deductible

Valuation should be on a repair or replacement cost basis.

CRIME: The County’s crime coverage is broken down between an underlying layer through Preferred and an excess layer through Travelers, for a single loss total limit of \$750,000 across each of the primary insuring agreements. See Attachment A.

Faithful Performance: Employee dishonesty with faithful performance coverage: It is preferred that coverage include treasurers, comptroller, finance directors, and tax collectors. Volunteer workers should be covered as employees.

Limits of Liability (Preferred)

Employee Dishonesty	\$250,000 Per Loss
Forgery or Alteration	\$250,000
Theft, Disappearance, and Destruction	
Inside Premises	\$250,000
Outside Premises	\$250,000
Computer Fraud (Including Funds Transfer)	\$250,000

Deductible: \$1,000

Limits of Liability (Travelers)

Employee Dishonesty	\$500,000 Per Loss
Forgery or Alteration	\$500,000
Theft, Disappearance, and Destruction	
Inside Premises	\$500,000
Outside Premises	\$500,000
Computer Fraud (Including Funds Transfer)	\$500,000
Supplementary Coverage:	
Personal Accounts Forgery or Alteration	\$25,000
Identity Fraud Expense Reimbursement	\$25,000
Claims Expense	\$5,000
Retention	\$0

Single Loss Retention: \$251,000

COMPREHENSIVE GENERAL LIABILITY:

Commercial General Liability including:

- Premises and Operations

- Personal and Advertising Injury
- Products and Completed Operations
- Athletic Participation
- Broad Form Property Damage
- EMT/Paramedical Professional
- Coverage for Medical Director
- Employee Benefits Liability
- Fire Damage Liability
- Host Liquor Liability
- Incidental Malpractice
- Personal Injury
- Sewer Backup
- Deletion of "Care, Custody and Control" Exclusion
- Include Pesticide/Herbicide Spraying – Pollution
- Inverse Condemnation

An Occurrence Form should be proposed.

The following limits of coverage should be proposed. If unavailable, alternative limits may be considered.

Limits of Liability:

Bodily Injury and Property Damage	\$2,000,000 Per Occurrence
Personal and Advertising Injury	Included
Products and Completed Operations	Included
Medical Payments	\$2,500
Employee Benefits Liability	\$2,000,000 Per Occurrence
Fire Damage Limit	Included Any One Premise
Sewer Backup and Water Damage Coverage	\$10,000 No Fault Per
Claimant	
	\$200,000 At Fault Per
Claimant	
	\$200,000 Annual Aggregate
Pesticide / Herbicide Limit	\$1,000,000 Aggregate

There is no General Aggregate Limit.

The County does not permit the insurers to endorse their policies to waive sovereign immunity above \$200,000 per claim, or \$300,000 per occurrence under current statutory limits.

Deductible: \$0

PUBLIC OFFICIAL LIABILITY: Coverage is desired for any civil claim because of a wrongful act not ordinarily covered by general liability policies, including employment practice liability exposures and potential obligations arising from allegations of inadequate handling of employee disciplinary problems, acts alleging discrimination, hiring/firing, federal civil rights, sexual harassment, and zoning. Coverage should be included for EEOC Administrative Hearings. Please specify coverages and limits for EEOC actions.

Proposers may quote coverage for Sexual Misconduct Coverage separately, if not included as part of the underlying Public Officials Liability. Please clarify included or excluded.

Limits of Liability:

Employment Practices Liability	\$2,000,000 Per Claim
	\$2,000,000 Aggregate
Public Officials Liability	\$2,000,000 Per Claim
	\$2,000,000 Aggregate

The current program has no stated Retroactive Dates.

Deductible: \$0

Either Claims Made or Occurrence forms may be proposed, although Occurrence is preferred.
 If Claims Made coverage is proposed, indicate the Retro Date or
 If Claims Made coverage is proposed, indicate availability of the Extended Reporting Period (tail) Coverage and the maximum duration of coverage.

CYBER LIABILITY COVERAGE: Proposer should have access to the appropriate markets to place Cyber Liability coverage and should propose coverage based on the limits provided by the current policy document through Preferred. Any deductible options are to be clearly identified. Individual or Combined aggregate limits are to be clearly identified.

Limits of Liability:

Media Content Services, Network Security, Privacy Liability	\$2,000,000 Each Claim
Policy Aggregate	\$2,000,000
Sublimits for Privacy Liability:	
Privacy Notification Costs	\$2,000,000
Aggregate	
Regulatory Fines, Claim Expenses	\$2,000,000
Aggregate	
Cyber Crime	\$250,000 Aggregate
Sublimits:	
Social Engineering	\$250,000
Funds Transfer Fraud	\$100,000
Invoice Manipulation	\$100,000
Utility Fraud	\$100,000 Aggregate
Sublimits:	
Crypto-Jacking	\$100,000
Telecommunications Fraud	\$100,000
PCI DSS Sublimit	\$1,000,000
Bricking Incident Sublimit	\$250,000
Voluntary Shutdown Sublimit	\$250,000

Retroactive Date: 10/1/2011

Deductible: \$0

AUTOMOBILE LIABILITY:

Limits of Liability:

Symbol 1 \$2,000,000 Any One Accident

Personal Injury Protection: Statutory

Uninsured Motorist Options: Excluded

Automatic coverage throughout the policy term without updated scheduling – No Additional Premium.

The County does not permit the insurers to endorse their policies to waive sovereign immunity above \$200,000 per claim, or \$300,000 per occurrence under current statutory limits.

Deductible: \$0

AUTOMOBILE PHYSICAL DAMAGE: Automatic coverage should apply through policy term.

Coverage is to include:

Comprehensive and Collision
Hired Auto Physical Damage

Under the current program, APD comp and collision coverage applies “per symbol 2 except agreed value on ALL Classified Fire Trucks, Ambulances and any vehicles valued over \$100,000.”

Deductibles: \$1,000 Comprehensive
 \$1,000 Collision

WORKERS’ COMPENSATION:

Coverage: Part One Workers’ Compensation Insurance is to be provided in accordance with Florida Workers’ Compensation Law and Florida Statutory Limits.

Part Two Employer’s Liability:
 Each Accident \$1,000,000
 Disease-Policy Limit \$1,000,000
 Disease-Each Employee \$1,000,000

Other States Insurance: Included

2020 Experience Modification Factor: 1.34

The County maintains both a safety program and a drug-free workplace.

Deductible: \$0

The following endorsements should be provided:

- Voluntary Compensation Endorsement
- Jones Act Endorsement

Please provide specifics regarding what networks are preferred/required to use for employee injury.

DEADLY WEAPON COVERAGE:

Limits of Liability:

Deadly Weapon Event	\$1,000,000 Per Event
Sublimits:	
Business Interruption	Included
Demolition, Clearance, Memorialization	\$250,000 Per Event
Extra Expense	\$250,000 Per Event
Crisis Management	Included
Property Damage Extension	\$250,000 Per Event
Counseling Services	\$250,000 Per Event
Funeral Expenses	\$250,000 Per Event
Claims Expenses	Included

Claims Made Form.

Retroactive Date: 10/1/2019

Deductible: \$0

FIDUCIARY LIABILITY:

Benefit Plan: Highlands County BOCC Employee Health & Dental Plan

Limits of Liability:

All Claims	\$1,000,000
Settlement Program	\$250,000 Each Settlement Program Notice
HIPAA	\$1,000,000
502(C) Penalties	\$250,000
PPACA Civil Money Penalties	\$250,000

Prior and Pending Proceeding Date: 10/11/2012

Continuity Date: 10/11/2012

Retention: \$0

OCEAN MARINE:

Hull and Trailer Physical Damage Coverage: Per schedule. See Attachment B.

Deductible: \$1,000 Per Occurrence, except in case of wind storm in which case the deductible is 5% of hull value subject to a minimum of \$1,000 per vessel.

POLLUTION AND REMEDIATION LEGAL LIABILITY: The County's pollution policy contains various retroactive dates for storage tanks and different facilities. Proposed coverage should mirror what is currently in force. See Attachment A, specifically, endorsements 1-14 of the pollution policy.

Limits of Liability:

Policy Aggregate	\$2,000,000
Legal Expense Aggregate	\$200,000

A. Your Location Coverage	\$1,000,000 Each Pollution Condition \$2,000,000 Aggregate \$25,000 Self-Insured Retention for Each Pollution Condition
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Retroactive Date: Various, per storage tank. See Attachment A.

B. Emergency Remediation Expense Coverage	\$500,000 Each Pollution Condition \$500,000 Aggregate \$25,000 Self-Insured Retention for Each Pollution Condition
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C. Contingent Transportation Coverage	\$1,000,000 Each Pollution Condition \$2,000,000 Aggregate \$25,000 Self-Insured Retention for Each Pollution Condition
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D. Non-Owned Disposal Site Coverage	\$1,000,000 Each Pollution Condition \$2,000,000 Aggregate \$25,000 Self-Insured Retention for Each Pollution Condition
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Retroactive Date: Various. See Attachment A.

17. CLAIMS SERVICES:

Claim Adjustment Services: The awarded proposer will administer the County's claim activities in accordance with the requirements of Florida Statutes and County policy. Types of claims to be administered include general liability, automobile, public official errors and omissions, and workers' compensation, among others. The awarded proposer shall:

1. Administer all open, all newly filed, and all reopened claims on behalf of the County.
2. Administer claims in a timely, courteous, and equitable manner.
3. Utilize effective claims management techniques designed to contain costs and resolve claims as quickly as possible.

4. Maintain open communication with and provide excellent customer service to claimants, employees, other providers, regulatory bodies, and the County.
5. Conduct field investigations and all customary investigative work as necessary.
6. Attend meetings, depositions, mediations, and other proceedings as necessary and provide the County with written updates on those proceedings.
7. Report claims in accordance with their respective written procedures.
8. Compile data for and file all notices and reports required by the State of Florida, other pertinent regulators, and the County's insurance carrier(s).
9. Make contact with claimants within 24 hours of notification of a claim.
10. Provide review of all accounting and billing data received on the County's behalf to ensure accuracy.
11. Participate in claims review meetings to ensure accuracy of reserves and effective claims management.
12. Provide monthly claim status reports, with loss runs, to County Risk Management, to include a summary and analysis of the County's claim history (i.e., trends, charts, graphs, etc.) by department and work group as requested.
13. Assist the County in establishing a banking arrangement for claim expense payments, if necessary.
14. Aggressively pursue all available avenues of subrogation and/or contribution on behalf of the County.
15. Make all claims files and notes of any type, whether involving litigation or not, accessible to the County, whether online or otherwise.
16. Assist with coordination of light-duty programs for injured employees during their recovery period.
17. Make recommendations to improve claims handling and service.
18. Assist with training appropriate County staff on proper claims handling procedures, as agreed upon between the County and the awarded proposer.
19. Obtain approval from County Risk Management prior to selection and/or use of outside legal representation to assist with litigated claims.
20. Notify the County of proposed or enacted changes in claims administration regulatory requirements that may affect the County.
21. At least every six months, review all open cases, including reserve amounts, in order to expedite settlement, and update County Risk Management on claims status.

22. Provide the County with an annual stewardship report detailing claim counts, services rendered, and measurement of performance goals.

23. In the event that the agreement with the awarded proposer is terminated, continue handling all claims that have been made and reported to it prior to such date of termination for ninety (90) days, unless the County and the awarded proposer have agreed otherwise in writing.

24. The County retains all ownership rights to loss data and claim files that are generated as a result of services provided by the awarded proposer, and as such, awarded proposer is to provide all claim data, files, documents, etc. in an electronic format to the County upon request, or within 10 days in the event that services are terminated.

See Separate Files for Attachments A, B and C

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SECTION 6. PROPOSAL FORMAT / REQUIRMENTS

1. RULES FOR PROPOSALS

- A.** The proposal must name all persons or entities interested in the proposals as principals of the Project Team. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.
- B.** Any questions regarding a project or submittal shall be ***directed to the County Purchasing Office identified on the cover page.*** There shall not be any contact between a Proposer and any member of the County Commission, County Administrator, Constitutional Officers or County staff regarding the project or proposal submitted by any Proposer. Any Proposer contacting any member of the County Commission, County Administrator, Constitutional Officer or County staff regarding a submitted proposal is subject to sanctions up to and including having the County disqualify that firm's submittal.

2. PROPOSAL FORMAT/REQUIREMENTS

Firms shall prepare their proposals using the format outlined in this section and in conjunction with the Evaluation Form. Firms shall provide one original proposal (hardcopy) and one electronic copy in PDF format.

Proposers shall include the following information in their written proposal document and should use the following format when compiling their responses. Sections should be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

Title Page: Title Page shall show the request for proposal's subject, title and proposal number; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

Transmittal Letter: The response shall contain a cover letter signed in blue ink by a person who is authorized to commit the Proposer to perform the work included in the proposal and should identify all materials and enclosures being forwarded in response to the RFP.

Table of Contents: The Table of Contents shall provide listing of all major topics, their associated section number, and starting page.

Tab 1 Qualifications of Firm: Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the location of the office that would manage the services.

Tab 2 Experience of Team: List the key personnel and their individual responsibilities on this assignment. Include the extent of each person's participation and their related experience. Indicate the approximate percentage of the total work to be accomplished by each individual. List

all subcontracted services and TPAs, attorney firms, managed care arrangements, and vendor service providers.

Individual Resumes: Resumes of all key personnel within the team shall be provided. Each resume shall not exceed two (2) pages in length.

Tab 3 Provided Services: In addition to the information requested in the Scope of Services please provide the following:

- a) Statement of proposer's understanding of governmental entity/municipal insurance coverages and risk services
- b) Statement indicating how the proposer, is at a minimum, able to meet all of the principal areas defined in the RFP's Scope of Services
- c) Statement regarding extent to which individual coverages being proposed are separable without a change in premium costs
- d) Examples of premium and service billings as well as examples of sound cost allocation methods
- e) **Proposal of coverage details, including premiums, shall follow the format in the Scope of Services. Proposers shall detail the coverage being offered and shall detail ANY deviation from what has been requested.**
- f) **Claim Handling Philosophy:** Please provide information in as much detail as possible regarding the Proposer's claims operation and claim handling philosophy. Please describe your claims administration process, including:
 1. An outline of the company's claims investigation and compensability determination process.
 2. Company policy on handling suspicious/fraudulent claims and the associated denial process.
 3. Corporate philosophy about direct personal contact with claimants, including injured employees, and the frequency and degree to which this is appropriate.
 4. Your approach to both medical and vocational rehabilitation, including the extent to which such services would be provided by staff or contracted to others.
 5. A description of how the company controls medical costs, including administration of the fee schedule, billing over-charges, determination of unnecessary treatment, utilization reviews, medical treatment plans, etc.
 6. A description of how the company works with medical providers, vocational specialists, and client personnel to implement a modified duty return-to-work program. Please include a list of providers with whom the Proposer has a current relationship.
 7. The company's subrogation philosophy and process for pursuing third-party or second injury fund recovery.
 8. The company's process for selecting attorneys, independent medical evaluators,

vocational counselors, field investigators, and other consultants. Please include a pre-identified list of providers with whom the Proposer has developed a relationship.

9. Process used for reporting to a carrier, if not directly stipulated by the carrier.

10. Describe how the company deals with litigated workers' compensation claims.

1. Describe the company's claims handling quality assurance control procedures.

12. Describe the company's preferred claims payment process. Is an advance required from clients for workers' compensation payments?

13. Describe the company's typical claim case load per examiner and supervisor to examiner rate.

14. Describe the company's reserving philosophy. How and when is the client contacted when setting initial reserves or changing reserves?

Tab 4 References: List three (3) recent governmental clients, comparable to the County, for whom similar or comparable services have been performed. Include the name, mailing address, email, and telephone number of their principal representative. Describe, in detail, each clients' outcomes and the process your company took to achieve those outcomes.

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SECTION 7. SELECTION PROCESS AND CRITERIA**1. EVALUATION METHOD AND**

CRITERIA: Ben Few & Company, LLC as the Consultant for the County will evaluate all submissions and present to the County Evaluation Committee a comprehensive analysis of the proposals submitted based on the established scope and criteria. Each Evaluation Committee member shall perform the member's own independent scoring. Based on the score, the committee may rank the Proposers. Following the evaluation of the Proposals, the committee will score the Proposers and tally the score. The committee may make a recommendation for ranking at this meeting. At the discretion of the Evaluation Committee, two or more Proposers may be shortlisted and asked to give a short presentation / interview as part of the selection and ranking process. The County Evaluation Committee will make the final determination which Proposer to recommend to the County Commission for implementation of a contract.

All proposals will be subject to a review. It is the intent of the County that all proposers responding to this RFP, who meet the requirements, will be evaluated in accordance with the criteria established in these documents. All responsive and responsible proposals received will be considered during evaluation and award process.

Proposals shall include all of the information solicited in this RFP, and any additional data that the PROPOSER deems pertinent to the understanding and evaluating of the proposal. Proposers will provide their best price and cost analysis and should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, since oral presentations or demonstrations may not be solicited. Each proposer will be evaluated based on the criteria herein addressed.

During the evaluation process and at the sole discretion of the County or its consultant, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the County or its consultant may have on a proposer's submittal.

- A. General:** The Consultant on behalf of the County shall be the technical expert providing the merits of the proposal(s), and assisting with the resulting agreement. The County's decision will be final. The County's evaluation criteria will include, but shall not be limited to, considerations listed under the Scope of Services.
- B.** The award of this RFP may be in total or in part, to one (1) firm who will provide the overall best turnkey proposal who is the most qualified, responsive, and responsible proposer(s), and fulfills all requirements, and whose evaluation by the Consultant indicates that the award will be in the best interest of the County.

C. **EVALUATION CRITERIA:** Proposals will be reviewed and evaluated based on the format and content outlined as follows:

EVALUATION CRITERIA	POINTS
Qualifications of Firm: <ul style="list-style-type: none"> • Shows a strong knowledge of how to provide, place and structure governmental entity/municipal insurance coverages and risk management services. (0 to 5 points) • Proves a successful history of providing governmental entity/municipal insurance coverages and risk management services. (0 to 5 points) 	10 max.
Experience of Team: <ul style="list-style-type: none"> • Incorporates strong team structure (including successful relationships with outside vendors, TPAs, attorneys, etc.) and able to handle entire task. (0 to 10 points) • Team members have resumes that reflect experience in providing governmental entity/municipal insurance coverages and risk management services. (0 to 10 points) 	20 max.
Responsiveness to Requested Scope: <ul style="list-style-type: none"> • Shows a deep understanding of the entire scope of governmental entity/municipal insurance coverages and risk services being requested herein. (0 to 10 points) • Able, at a minimum, to meet all of the principal areas defined in the RFP's Scope of Services. (0 to 20 points) 	30 max.
Cost: <ul style="list-style-type: none"> • Demonstrates a proven ability and creative approach to cost control, structuring and obtaining the best rates from the insurance market. (0 to 30 points) • Cost breakdown meets the proposal requirements. (0 to 5 points) 	35 max.
References: <ul style="list-style-type: none"> • Lists strong references reflecting examples of successfully providing similar services to other local governmental entities. (0 to 5 points) 	5 max.
Local Preference & WBE/MBE <ul style="list-style-type: none"> • A Proposer that is a Local business will receive 3 pts • A Proposer that is a MBE/WBE will receive 2 pts 	5 max.
TOTAL EVALUATION	105

D. **PRESENTATIONS** *(If Requested by Committee)*
 After preliminary scoring based on the above criteria, presentations/interviews as part of the evaluation process may or may not be requested by the Evaluation Committee. The Committee may invite all or only the top scoring Proposers to provide a presentation (based on preliminary evaluation). The Presentations/interview are scheduled as noted in the solicitation. If the schedule changes, a two (2) week notice will be given to the Proposers invited to give presentations. Presentations by Proposers should include the key personnel that will be responsible for the County contract and services. Following the presentation, if required, the shortlisted firms will be ranked.

SECTION 8. SAMPLE EVALUATION SCORE SHEET

EVALUATION	POINTS	EVALUATORS
-------------------	---------------	-------------------

CRITERIA		SCORE
Qualifications of Firm: <ul style="list-style-type: none"> • Shows a strong knowledge of how to provide, place and structure governmental entity/municipal insurance coverages and risk management services. (0 to 5 points) • Proves a successful history of providing governmental entity/ municipal insurance coverages and risk management services. (0 to 5 points) 	10 max.	
Experience of Team: <ul style="list-style-type: none"> • Incorporates strong team structure (including successful relationships with outside vendors, TPAs, attorneys, etc.) and able to handle entire task. (0 to 10 points) • Team members have resumes that reflect experience in providing governmental entity/municipal insurance coverages and risk management services. (0 to 10 points) 	20 max.	
Responsiveness to Requested Scope: <ul style="list-style-type: none"> • Shows a deep understanding of the entire scope of governmental entity/municipal insurance coverages and risk services being requested herein. (0 to 10 points) • Able, at a minimum, to meet all of the principal areas defined in the RFP's Scope of Services. (0 to 20 points) 	30 max.	
Cost: <ul style="list-style-type: none"> • Demonstrates a proven ability and creative approach to cost control, structuring and obtaining the best rates from the insurance market. (0 to 30 points) • Cost breakdown meets the proposal requirements. (0 to 5 points) 	35 max.	
References: <ul style="list-style-type: none"> • Lists strong references reflecting examples of successfully providing similar services to other local governmental entities. (0 to 5 points) 	5 max.	
Local Preference & WBE/MBE <ul style="list-style-type: none"> • A Proposer that is a Local business will receive 3 pts • A Proposer that is a MBE/WBE will receive 2 pts 	5 max.	
TOTAL EVALUATION	105	

 Committee Member Signature

 Date

 Printed Name of Committee Member

SECTION 9. TENTATIVE SCHEDULE

DATE	TIME	EVENT
March 6, 2021		First Advertisement
March 13, 2021		Second Advertisement
None Scheduled		Pre-Proposal Meeting
April 30, 2021	5:00 P.M.	Deadline to submit questions (RFI's)
May 21, 2021		Deadline to release responses by County to RFI's
June 16, 2021	3:30 P.M.	Proposal due date
June 30, 2021	10:00 a.m.	Review/Scoring of Proposals by the Evaluation Committee
July 15, 2021	10:00 A.M.	Presentations / Interviews (if required, at the discretion of the Evaluation Committee)
July 21, 2021		Anticipated award date
August 3, 2021		Anticipated contract consideration by the Board
October 1, 2021		<i>Policy start Date</i>
		<i>Dates are subject to change</i>

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SECTION 10 CONTRACT

The County will negotiate a contract with successful firm(s).

Remainder of page intentionally left blank

SECTION 11. CERTIFICATION FORMS

Any blank spaces on the form(s), qualifying notes or exceptions, counter offers, lack of required submittals, or signatures, on County’s Form may result in the submission being declared non-responsive by the County.

The list of forms below is meant only as a guide. It is the Proposer’s responsibility to review and include all requested and required documentation.

Forms		circle one	
LOCAL COMPLIANCE FORMS			
Proposal Form, include acknowledgement of all addenda, signed and Tab 1-4.	Required	YES	NO
Drug-Free Workplace Certification	Required	YES	NO
Public Entity Crimes Sworn Statement	Required	YES	NO
Discrimination Certification	Required	YES	NO
Scrutinized Companies Certification	Required	YES	NO
E Verify Certification	Required	YES	NO
Local Preference Affidavit of Eligibility, if applicable	Required	YES	NO
MISCELLANEOUS DOCUMENTATION			
Sunbiz.org Print out for Proposer FEI/EIN Number		YES	NO
Acord Insurance Form (sample copy from proposer)		YES	NO
Women / Minority Business Enterprise Certification, if applicable		YES	NO
Licenses, Certifications		YES	NO
Submittal Label – if submittal is sent by mail- not required with electronic submittal			

PROPOSAL SUBMITTAL FORM

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

SOLICITATION IDENTIFICATION: **RFP 21-012**
 SOLICITATION NAME: **Property and Casualty Insurance**

PROPOSAL SUBMITTED BY: _____
 Proposer's Name

 Proposer's Authorized Representative's Name and Title

 Proposer's Address 1

 Proposer's Address 2

 Contact's Name and Title (Print)

 Contact's E-mail Address

 Contact's Phone Number

 Dun's Number

 Employer Identification Number/Federal Employer Identification

ACKNOWLEDGEMENT OF ADENDA Proposer represents that:

- It is the sole responsibility of the bidder/proposer to check the Purchasing web-site for any addenda issued for this solicitation.
- Proposer has examined and carefully studied this RFP and the following Addenda (receipt of all which is hereby acknowledged):

Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued	Addenda Number	Date Issued

CERTIFICATION: By submitting a Proposal, the Proposer affirms that the Proposal is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. Proposer has not directly or indirectly induced or solicited any other person to submit a false or sham Proposal. Proposer has not solicited or induced any person, firm or corporation to refrain from submitting a Proposal. Proposer has not sought by collusion to obtain for itself any advantage over any other person(s) or over the County. The signature below, by an authorized representative and hereby affirm they have read and understand the solicitation requirements.

SUBMITTED ON: _____ 20 _____

PROPOSER NAME: _____

SIGNATURE: _____
Proposer's Authorized Representative (Seal)

PRINTED NAME: _____

TITLE: _____

-Remainder of page intentionally left blank-

DRUG FREE WORKPLACE FORM

**CERTIFICATION PURSUANT TO SECTION 287.087, FLORIDA STATUTES
PREFERENCE TO DO BUSINESS WITH DRUG FREE WORKPLACE PROGRAMS
RFP 21-012**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has a drug free workplace program in place. The program meets the requirements of Section 287.087, Florida Statutes.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ____/____/____

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ____ day of _____, 20____, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

PUBLIC ENTITY CRIMES FORM

**SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES
RFP 21-012**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

STATE OF FLORIDA }ss

COUNTY OF _____ }

Before me, the undersigned authority, personally appeared _____ who, being by me first duly sworn, made the following statement:

1. The business address of _____(name of bidder or contractor), is _____

2. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

3. I understand that "convicted" or "conviction" is defined by the statute to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.

4. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

5. Neither the bidder or contractor nor any officer, director, executive, partner, shareholder, employee, member or agent who is active in the management of the bidder or contractor nor any affiliate of the bidder or contractor has been convicted of a public entity crime subsequent to July 1, 1989.

(Draw a line through paragraph 5 if paragraph 6 below applies.)

6. There has been a conviction of a public entity crime by the bidder or contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the bidder or contractor who is active in the management of the bidder or contractor or an affiliate of the bidder or contractor. A determination has been made pursuant to 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is _____.

A copy of the order of the Division of Administrative Hearings is attached to this statement.

(Draw a line through paragraph 6 if paragraph 5 above applies.)

THIS SWORN STATEMENT IS MADE PURSUANT TO SECTION 287.133(3)A, FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD

Signature: _____

Print Name: _____

Print Title: _____

On ____ day of _____, 20____.

STATE OF _____

COUNTY OF _____

Sworn and subscribed before me in the State and County first mentioned above on the _____ day of _____, 20____.

Signature: _____

Print Name: _____

Notary Public, State of _____

Commission No. _____

My Commission Expires: _____

(AFFIX NOTARY SEAL)

DISCRIMINATION FORM

**CERTIFICATION PURSUANT TO SECTION 287.134, FLORIDA STATUTES
DISCRIMINATION; DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC
ENTITIES
RFP 21-012**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as
"Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder has not been placed on the discriminatory vendor list by
the Department of Management Services.

**THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.134, FLORIDA STATUTES, AND IS, UPON
DELIVERY, A PUBLIC RECORD.**

Print Name: _____ Date: ___/___/___

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20___, by
_____, as _____, the duly authorized officer of
_____, on its behalf, who is either personally known to me [] or has produced
_____ as identification [].

(AFFIX NOTARY SEAL)

Signature: _____
Print Name: _____
Notary Public, State of _____
Commission No. _____
My Commission Expires: _____

SCRUTINIZED COMPANY FORM

CERTIFICATION PURSUANT TO SECTION 287.135, FLORIDA STATUTES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder is not on the Scrutinized Companies that Boycott Israel list created pursuant to Section 215.4725, Florida Statutes, is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes, and that it does not have business operations in Cuba or Syria.

THIS CERTIFICATION IS MADE PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES, AND IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ___ day of _____, 20__, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

(AFFIX NOTARY SEAL)

Print Name: _____

Notary Public, State of Florida

Commission No. _____

My Commission Expires: _____

E-VERIFY FORM

CERTIFICATION OF PARTICIPATION IN THE UNITED STATES CITIZENSHIP AND IMMIGRATION SERVICE BUREAU'S E-VERIFY PROGRAM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____

[Print individual's name and title]

for _____

[Print name and state of incorporation or other formation of the entity submitting this sworn statement]

whose business address is _____ and

whose Federal Employer Identification Number (FEIN) is _____ (hereinafter referred to as "Bidder")

2. CERTIFICATION

Bidder hereby certifies that at the time of its Bid the Bidder participates in the United States Citizenship and Immigration Services Bureau's E-Verify Program, and does not knowingly employ, hire for employment, or continue to employ an unauthorized alien.

Bidder's E-verify Company ID #: _____

THIS CERTIFICATION IS, UPON DELIVERY, A PUBLIC RECORD.

Print Name: _____ Date: ____/____/____

STATE OF _____

COUNTY OF _____

The foregoing Certification was sworn to before me this ____ day of _____, 20____, by _____, as _____, the duly authorized officer of _____, on its behalf, who is either personally known to me [] or has produced _____ as identification [].

Signature: _____

Print Name: _____

(AFFIX NOTARY SEAL)

Notary Public, State of _____

LOCAL PREFERENCE AFFIDAVIT OF ELIGIBILITY FORM

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to
HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name of Company/Individual submitting sworn statement]

Whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn statement): _____.

2. LOCAL PREFERENCE ELIGIBILITY

A. Vendor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotation, competitive bids or request for proposals by the County.

YES _____ NO _____

B. Vendor/Individual holds business license required by the County, and/or if applicable, the Municipalities:

YES _____ NO _____

C. Vendor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

YES _____ NO _____

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE CONSIDERED PUBLIC RECORD.

[Signature and Date]

STATE OF _____
COUNTY OF _____

Subscribed and sworn before me, the undersigned notary public on this ____ day of _____, 20__.

NOTARY PUBLIC

SEAL

Commission Expiration Date

INSURANCE REQUIREMENTS

INSURANCE TYPE

REQUIRED LIMITS

=====

- 1. Commercial General Liability
Bodily Injury & Property Damage
(Occurrence Form) patterned
after the current I.S.O form
with no limiting endorsements. \$ 1,000,000 single limit per
occurrence

- 2. Automobile Liability \$ 500,000 Each Occurrence
Owned/Non-owned/Hired Automobile Included

- 3. Worker's Compensation Statutory Limits of Florida
Statutes, Chapter 440 and all
Federal Government Statutory Limits and
Requirements.

- 4. Other Insurance as indicated below: \$ 1,000,000 Per Occurrence
Errors and Omissions or Professional
Malpractice Coverage

- 5. Aircraft Liability \$1,000,000 each occurrence combined single limit for bodily injury liability and property
damage liability.

- 6. Contractor/Vendor/Consultant shall ensure that all sub-consultants or sub-contractors comply with the
same insurance requirements that he is required to meet. The same Contractor shall provide County
with certificates of insurance meeting the required insurance provisions.

- 7. Highlands County, a political subdivision of the State of Florida, its officers, elected officials, its agents,
and employees and volunteers must be named as "**ADDITIONAL INSURED**" on all policies except
Worker's Compensation and Professional Liability.

- 8. Highlands County shall be named as the Certificate Holder.

NOTE: The "Certificate Holder" should read as follows:

Highlands County
600 South Commerce Avenue
Sebring, FL 33870

No other format will be acceptable.

INSURANCE REQUIREMENTS

(Continued)

9. **Thirty (30) Days Cancellation Notice** required.

10. The Certificate must state **RFP 21-012 Property and Casualty Insurance**

=====

PROPOSER'S

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of **RFP**.

Company

Address

Authorized Signature

City, State, Zip Code

Printed Name & Title

Telephone No.

SUBMIT ELECTRONCALLY OR BY MAIL- IF By MAIL, Please USE SEALED PROPOSAL LABEL

Cut along the outer border and affix this label to your sealed submission envelope/box to identify it as a "Sealed Bid/Proposal"

**Deliver to: Highlands County Purchasing Department
600 S. Commerce Ave., 2nd Floor
Sebring, FL 33870**

**Contact Information: Chris Davis, Purchasing Manager
(863) 402-6528**



PLEASE PRINT CLEARLY

**SEALED BID/PROPOSAL DOCUMENTS
• DO NOT OPEN •**

SOLICITATION NO.: **ITB 21-012**

SOLICITATION TITLE: **Property and Casualty Insurance**

DATE DUE: **Wednesday, June 16, 2021**

TIME DUE: **Prior to: 3:30 PM**

SUBMITTED BY: _____

(Name of Company)

e-mail address

Telephone

DELIVER TO:

Highlands County Board of County Commissioners
Attn: Purchasing Department, 2nd Floor
600 South Commerce Avenue
Sebring, Florida 33870



Note: submissions received after the time and date above will not be accepted.

Due/Submission Deadline Date/Opening Date as stated on this label and other forms contained herein may have been updated via issuance of Addenda. It is the sole responsibility of the Contractor/Vendor to monitor the County webpage for any updates. Contractor/Vendor may strike through and update Date Due/Submission Deadline Date/Opening Date to match any updates to this date that have been published via Addenda.