

**REQUEST FOR QUALIFICATIONS
NORTH OGDEN CITY
FOR
INSURANCE BROKERAGE AND COVERAGE SERVICES**

Intent

North Ogden City , “City” would like to receive proposals for Brokerage Services, “Broker” related to property, casualty, workers’ compensation and related coverage’s that are necessary to protect the City’s interest.

Scope

The City would like to receive services in the following areas:

- 1) Risk Assessment to fully understand the insurable risks of the City.
- 2) Loss trend review.
- 3) Insurance schedule monitoring.
- 4) Property replacement cost valuation studies, to assure all property locations are adequately valued.
- 5) Understanding and access to municipal underwriters that specialize in governmental risk.
- 6) Risk Management support services.
- 7) Policyholder support services, including policy review, coverage analysis’ claims advocacy and monitoring of carrier support services.

Qualifications

Each firm submitting must have the appropriate licenses from the State of Utah Insurance Department, for both the firm and the individuals represented. A minimum of \$1,000,000 in professional liability errors and omissions coverage is also required.

Each firm must have experience providing service to similarly situated municipal entities, as measured in budget size to the City of North Ogden. The City’s current budget for all funds exceeds \$10,000,000. If a firm has more than one office, then the office that would service our account must meet the qualifications as listed above. Individual account representatives must also have at least 5 years of direct experience in working with municipalities or other government organizations.

All coverage’s placed on our behalf must have an AM Best rating of A-, XII or better and must be fully admitted within the State of Utah. The City may agree to surplus lines placement, if the

desired coverage is not available in the admitted insurance market. The insuring company must be an admitted carrier in Utah and subject to regulation by the Utah Department of Insurance.

Duration

The contract for services will begin July 1, 2016 and run for a minimum of three consecutive years. The service contract may be extended at the sole election of the City and may be ended earlier at the election of the City or the Broker, with notice to the other party at least (90) days in advance of the anniversary of this contract.

Termination Rights

The contract shall provide that the City has the right to cancel without cause at any time upon ninety (90) days written notice of its intent to terminate the contract.

Compensation

Brokers are required to provide a statement on how all forms of compensation will be received.

Submission and Evaluation

All proposals must be received by or before 4 pm on March 7, 2016. The final bid award will be made by March 29, 2016. The final proposal may not exceed 35 pages in length. All proposals must be submitted to the City Recorder:

Annette Spendlove
City Recorder/HR Director
505 East 2600 North
North Ogden, Utah 84414

City Overview

North Ogden City has a population of approximately 18,000 and is located in the greater Ogden area of Weber County. The City was incorporated on February 1, 1934. They provide a full range of municipal services, including police, municipal court, water, sewer, streets & roads, land use regulation, as well as recreation, including tennis courts, a skateboard park, outdoor sports fields, water park with two swimming pools and provide baseball, soccer, basketball and football programs. We also have special events including but not limited to, Cherry Days, 5K-races, Christmas Tree Lighting, etc.

Requests for Information

Any reasonable request for information may be directed to the City Recorder, Annette Spendlove at 801-782-7211. Responses to any request for information will be given to all parties that have expressed a desire to submit on this RFQ.

Government Records Access Management Act

Any documents submitted to the City are subject to Utah Government Records Access Management Act. Utah Code 63G-2 et seq. including provisions for private and protected records.