

Request for Proposal #2017-07

***INSURANCE
COVERAGE***

***Building & Contents, Commercial Automobiles,
General Liability, Inland Marine and
Workers' Compensation***



For

Washington County, Arkansas

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1. INTRODUCTION

1.1 INTRODUCTION

This is a Request for Proposal (RFP). The format of this document must be followed throughout.

1.2 GENERAL INFORMATION

Where the term a County is used in the Request for Proposal, (RFP), it shall refer to Washington County, Arkansas. The laws of Arkansas shall apply and control any contract that is awarded.

Washington County's existing building and contents insurance programs are with Brown & Brown Insurance. The County's Vehicle policies and General Liability insurance is with the Association of Arkansas Counties Risk Management Fund (see attached exhibit A through D).

1.3 PURPOSE AND SCOPE OF THE PROJECT

Washington County is requesting competitive proposals from qualified vendors to exceed the County's existing insurance policies on buildings and contents, automobiles, inland marine, contractor's equipment, boiler & machinery, computer equipment, general liability, and workers compensation.

Please acknowledge by written response your interest and/or lack of interest.

2. INSTRUCTIONS TO VENDORS

The County will attempt to use the following time schedule that will result in selection of a proposer(s).

September 15, 2017 4:30 pm	last day for written questions
September 29, 2017 1:00 pm	RFP's due in Purchasing office
September 29, 2017 3:00 pm	RFP's opening
November 1, 2017	Approval of agent/broker by Washington County
January 1, 2018	Commencement date of policies

2.1 INTERPRETATION TO VENDOR

A prospective vendor who is in doubt as to the meaning of any part of the Request for Proposal or any addenda thereto, may submit to the County Purchasing Office a **written request for interpretation**. Such requests must be received no later than September 7, 2015 and should be addressed or emailed to:

Alisha Willett, Purchasing Office
280 North College, Suite 530
Fayetteville, AR 72701
awillett@co.washington.ar.us

Any such interpretation will be made by written addenda. Washington County will not be responsible for any explanation or interpretation of proposed documents other than by such written addenda. Any addenda will be acknowledged in the proposal and will become a part of the Request for Proposal. Failure to acknowledge in the proposal all addenda issued may constitute grounds for rejection of that proposal.

2.2 PROPOSALS

The vendor's response to Washington County's Request for Proposal should include one set of copy ready originals and five (5) copies.

All proposals should be irrevocable for sixty (60) days after the time for proposal opening. All responses must follow the exact numerical sequence of the RFP and be referenced by the paragraph number.

2.3 SIGNATURE ON PROPOSALS

Each proposal must be signed in ink and include the full business address of the vendor. Proposals signed by partnerships must be signed in the partnership name by one or more of the general partners. Proposals by a corporation must be signed by an officer of the corporation or other person authorized to bind the corporation to the proposal. The names and titles of all persons signing shall be typed or printed below their signatures.

2.4 PROPOSAL - SUBMITTAL AND OPENING:

All proposals shall be sealed in opaque envelopes or packages that are clearly marked with the name of the company, address of the company, and RFP Number 2017-07 and addressed to:

Alisha Willett, Purchasing Office
280 North College, Suite 530
Fayetteville, AR 72701

All proposals, whether mailed or hand delivered, must be received by the County at the above address no later than 1:00 pm, Friday, September 29, 2017. This shall be the official proposal closing date and time.

Method of delivery is at the sole discretion and risk of the vendor. Vendors mailing their proposals should allow sufficient time to insure receipt of their proposals by the time specified. **The vendor's response should include ONE (1) SET OF COPY READY ORIGINAL DOCUMENTS PLUS FIVE (5) COPIES.**

Proposals will be opened at 3:00 p.m. Friday, September 29, 2017 at 280 N. College, Suite 530, Fayetteville, Arkansas, 72701.

2.5 ERRORS IN PROPOSAL

Each vendor must carefully examine his proposal prior to submission. Failure to do so is at the vendor's risk. He is responsible for any errors therein. Claim of oversight is not a basis for allowing withdrawal of a proposal after opening. There shall be no erasures in any proposal. Any changes must be made by striking the portion to be changed with the change noted above the deleted portion, followed by the vendor's initials and date.

2.6 WITHDRAWAL OF PROPOSAL

Proposals may be withdrawn any time prior to the time for the opening of proposals.

2.7 VENDOR CONTACTS AND PROPOSAL COSTS

The vendor shall supply Washington County with the name, address, and phone number of individual(s) to whom questions and inquiries regarding the proposal are to be directed.

2.7.1 Washington County is not liable for any cost incurred by vendor in the preparation of proposal.

2.8 RESPONSE MATERIAL OWNERSHIP

All material submitted in response to this Request for Proposal becomes property of Washington County.

2.9 EVALUATION OF PROPOSAL

Washington County will evaluate each proposal to determine which the lowest responsible proposal is taking into consideration all relevant facts including, without limitation, quality, time of performance, probability of performance, and location.

Washington County reserves the right to reproduce, all or part of any proposal received from vendors.

Proposals will be evaluated according to the following criteria:

2.9.1 Overall completeness, clarity and quality of the proposal with regard to the information required by the RFP, as well as compliance with the terms, conditions and other provisions within the RFP.

2.9.2 Overall ability of the vendor's proposal to completely satisfy Washington County's requirements and capabilities as set forth in the Request for Proposal.

2.9.3 All pricing information submitted in response to this RFP.

2.9.4 Vendor's previous background and experience relevant to the scope of this RFP.

2.10 ACCEPTANCE OR REJECTION OF PROPOSAL

Washington County reserves the right to waive informalities and to accept or reject any proposal submitted.

Each vendor must comply with the requirements contained in the Request for Proposal. Deviation from the requirements may result in rejection of a proposal.

Non-acceptance of any proposal will not imply any criticism of the proposal or convey an indication that the proposed equipment was deficient.

2.11 NEGOTIATION OF PROPOSAL

The vendor is advised that under the terms of this RFP, Washington County reserves the right to conduct negotiations with the vendor that presents the one proposal determined lowest and most responsible by Washington County after initial review of the responses received to this RFP. If such negotiations are conducted, the following conditions shall apply.

2.11.1 Only the terms, conditions, and offers in the vendor's original proposal shall be subject to negotiations. The requirements of the RFP shall remain the same.

2.11.2 If Washington County is unable to negotiate to an acceptable conclusion, Washington County reserves the right to negotiate with the vendor determined by Washington County to have presented the second lowest and responsible proposal.

2.11.3 If multiple proposals are determined to be too close to justify negotiations with only one vendor, concurrent negotiations with more than one vendor may be held at Washington County's discretion. Vendors are cautioned that Washington County is under no obligation whatsoever to conduct negotiations with **any** or all vendors, and reserves the right to award a contract based upon the most responsible proposal received without modifications or clarifications.

2.12 CONTRACT REQUIREMENTS

Washington County reserves the right to award a contract in whole or in part on any proposal. Contracts will be awarded to those vendors whose proposals are determined to be the most advantageous to Washington County. Award of contract may be made without discussion after proposals are received. The contents of the proposal of the successful vendor will become contractual obligations in any ensuing contract.

No contract or agreement may contain an indemnification clause; if such as clause is present in any contract or agreement, such shall be deemed stricken and null and void.

Likewise, no contract or agreement may contain an arbitration clause; if such clause is present in any contract or agreement such shall be deemed stricken and null and void.

All contracts or agreements shall be governed by the State of Arkansas and venue shall lie in Washington County, Arkansas. Any provisions to the contrary shall be deemed stricken and null and void.

2.13 EXECUTIVE PRESENTATION

Vendor presentation to Washington County is by invitation only. In the event a presentation is deemed necessary by Washington County, the vendors will be contacted to arrange a specific time to present their proposal. This shall be the only time vendors will present their proposal to Washington County; all other contact must be through the previously designated Washington County personnel. All costs associated with such a visit will be the responsibility of the vendor.

3. GENERAL CONDITIONS

3.1 BASIS FOR PROPOSAL

By submitting a proposal to Washington County, each vendor warrants to Washington County that he has familiarized himself with, and has assumed full responsibility for becoming familiar with the nature and extent of the Request for Proposal, work, locality, and with all local conditions, federal, state and local laws, ordinance, rules and regulations that may in any manner affect vendor's performance and represents that he has correlated his study and observations with the requirements of the Request for Proposal. Washington County will assume no responsibility for any understanding or representations concerning conditions made by any of its employees or agents prior to the execution of the contract, unless included in the Request for Proposal, the specifications, by addendum, or related documents.

3.2 VENDOR RESPONSIBILITY AS PRIME CONTRACTOR

If a vendor's proposal includes service or equipment marketed by other vendors and the vendor proposes to supply that service or equipment to Washington County, then the proposing vendor shall:

3.2.1 Act as prime contractor for procurement.

3.2.2 Be the sole point of contact with regard to contractual agreements, including payment of any and all charges resulting from the acquisition of the service or equipment.

3.2.3 Be responsible for ensuring that all service or equipment included in the proposal (whether supplied by said vendor or obtained in part or whole from other manufacturers and/or vendors) satisfies the specifications and requirements as set forth in said vendor's response to this Request for Proposal.

3.3 TAXES

Washington County is not exempt from state and local taxes.

3.4 SUBCONTRACTORS

Vendor declares that all interested principals are named herein; no other person or firm has any interest in the proposal or contract to be entered into; that this proposal is made without collusion with any other person, company, or party, submitting a proposal.

4. STANDARD TERMS AND CONDITIONS

Listed below are Washington County's Standard Purchase Order Terms and Conditions which will be included as part of any contract as a result of this Request for Proposal. Any conditions duplicating or contrary to the terms stated in this section shall supersede and take precedence over said terms.

4.1 ACCEPTANCE

Acceptance of this Purchase Order, whether by written acknowledgment or by performance by Seller, shall be upon the terms and conditions hereof; no other terms or conditions shall be binding on the Buyer unless written approval thereof specifically referring to such other terms and conditions shall have been given to Seller.

4.2 CANCELLATION

Buyer reserves the right to cancel all or any part of the undelivered portion of this Purchase Order if Seller does not make deliveries specified, time being of the essence of this contract, or if Seller breaches any of the terms hereof, including without limitation, the warranties of Seller. Partial shipments must be identified as such on shipping memoranda and invoices.

4.3 DECLINE IN PRICES

Buyer shall be protected in the event of declining prices on the undelivered portion of this Purchase Order. If prices decline for items ordered, Seller may elect to meet price reductions of other vendors or its own lower prices to other purchasers, but if Seller should refuse to do so, Buyer shall have the right to cancel any or all of

the balance due on this Purchase Order without cost to Buyer.

4.4 FORCE MAJEURE

Seller shall not be liable for any delay or failure to deliver any or all of the goods covered by this Purchase Order in the event of delay or failure caused by governmental regulations, labor disputes, strikes, war, riots, insurrection, civil commotion, mobilization, explosion, fire, flood, accident, storm, or any act of God, failure of crops or supplies, delays of common carriers, embargoes, or other causes beyond Buyer's control if they render it impracticable for Buyer to receive or use the goods on a timely basis. Where only a part of Seller's capacity to perform is excused under this paragraph, Seller must allocate production and deliveries among the various customers then under contract for similar goods during the period. The allocation must be made in a fair and equitable manner. Where either seller or Buyer claims an excuse for nonperformance under this paragraph, it must give notice in writing to the other party. Seller shall not be obligated to sell, nor Buyer obligated to purchase, at a later date, that portion of the goods that Seller is unable to deliver or Buyer is unable to receive or use because of any of the aforementioned causes. No goods are to be tendered by Seller after the expiration of the terms specified in this Purchase Order without consent of Buyer.

4.5 ASSIGNMENT

Neither party shall assign or transfer this Purchase Order without the written consent of the other.

4.6 INDEMNITY

Seller warrants that goods furnished under this Purchase Order do not infringe any patent, trademark, or trade name, or copyright and agrees to indemnify and save harmless Buyer or its vendees from any and all claims, suits, liabilities, damages, losses, or expenses incurred by Buyer or its vendees by reason of any alleged infringement of any such rights.

Seller shall indemnify and hold harmless Washington County and its agents and employees from and against all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the Work, caused in whole or in part by any act or omission of seller, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

In any and all claims against Washington County or any of its agents or employees by any employee of Seller, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Seller or any Subcontractor under Worker's Compensation Acts, disability benefit acts, or other employee benefit acts.

4.7 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

By acceptance hereof, Seller warrants:

(c) that Seller will comply with all applicable laws, rules, and regulations of federal, state, and local governments and agencies, thereof, including Executive Orders 11246, 11701, and Section 503 of Public Law 93-112 (The Rehabilitation Act of 1973), which are hereby incorporated by reference, unless this Purchase Order is exempt pursuant to said Executive Orders, or Act, and the regulations issued thereunder.

4.8 INSOLVENCY

If Seller shall become insolvent, file a petition in bankruptcy, or shall make an assignment for the benefit of creditors, or if a receiver or trustee shall be appointed of or for any of Seller's property or business, the Purchase Order may be canceled at Buyer's option without liability.

4.9 TAXES

Seller agrees to cooperate with Buyer in opposing the imposition of any tax on any article covered by this Purchase Order, the legality of which is questioned by Buyer, and in securing any abatement or any refund thereof sought by Buyer.

4.10 PURCHASE ORDER

This Purchase Order shall be governed by the laws of the State of Arkansas.

5. PROPOSAL ORGANIZATION**5.1 PROPOSAL ORGANIZATION**

The Vendor's proposal must be organized in the following sequence. The Vendor's proposal will be **compared to the counties existing insurance programs.**

Examples attached (see exhibits A through D). Respond to all questions and requested information within the Request for Proposal. Responses to those articles which require further explanation must reference the corresponding section and item number.

Item 1: Proposal on each of the following

A. Building & Contents - Deductible \$5000.00 (Exhibit A) includes

1. **Completed current Replacement Cost Survey for all County Buildings**
2. Valuable Papers
3. Construction Equipment must have both property and liability coverage on all equipment that will travel on state or local thoroughfares.
4. EDP-Computer Equipment & Media
5. Electronic Voting System
6. Boilers & machinery
7. Errors & Omissions coverage for notaries
8. Crime coverage for cash
9. Inland Marine Coverages

B. Automobiles – Deductible \$1,000.00 (Exhibit B Vehicle Schedule) includes.

1. Physical Damage Coverage
2. Liability Coverage
3. Vehicle coverage to include cameras, radios, and light packages etc. that are installed in the vehicle.

C. Public Officials Errors and Omissions

Item 2: Vendor authorization sheet (Section 9)

Each vendor's proposal should include a copy ready original along with five (5) copies marked as follows: PROPOSAL #2017-07 INSURANCE.

Provide straight forward and concise explanations, and capabilities, placing emphasis on the completeness and clarity of content. Respond to all questions and requested information within this Request for Proposal. Your response should refer to the actual question or request (use the location identifiers present in the Request for Proposal). These acknowledgments should be included on the Response Sheet. Proposals must be valid for no less than sixty (60) days following the proposal opening. There is no intent to limit the content of any proposal, therefore, any additional information deemed necessary to present a better understanding of the proposal will be accepted.

6. PROPOSAL RESPONSE REQUIREMENTS

6.1 PRICE SCHEDULE

Vendor must submit an itemized pricing schedule for each proposal.

6.1.1 Vendor must exceed existing coverage as outlined in attached exhibits.

6.1.2 Cost of optional features, if any, available to Washington County or necessary to meet Washington County's requirements.

6.1.3 All policies to begin January 1, 2018

6.1.4 The proposal must give the name of the company or companies, and the latest AM Best's ratings. Companies must have B+ (XV) or above rating.

6.1.5 Proposals should be offered on a two (2) year basis, subject to negotiations of rate after the first year.

6.2 TIMING SCHEDULE

6.2.1 RFPs posted on County website and legal notice published, September 1, 2017

6.2.2 RFPs NO LATER THAN 1:00 pm, Friday, September 29, 2017

6.2.3 RFPs opened at 3:00 pm, Friday, September 29, 2017

6.2.4 Approval of agent/broker November, 1, 2017

6.2.5 Commencement date of policy January 1, 2018

7. VENDOR AUTHORIZATION

TO:

WASHINGTON COUNTY, ARKANSAS

The undersigned purposes to meet or exceed all specification as outlined in the Request for Proposal for Building & Contents, Inland Marine, Automobiles, and General Liability. The vendor's name, signature and title of an authorized agent of the vendor duly empowered to enter into and make binding agreements on vendor's behalf are executed below.

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

Printed Authorized Name: _____ Title: _____

Signature: _____ Date: _____

Printed Authorized Name: _____ Title: _____