



City of Gainesville

Budget and Finance Department
Purchasing Division

Addendum Publish Date: March 31, 2021

Broker/Agent Insurance and Risk Management Consulting Services
RFP #: RMDX-210025-GD
ADDENDUM NO. 1

Bid Due Date: April 9, 2021, 3:00pm (Local Time)

NOTE: The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary.

1. Any questions regarding this solicitation shall be submitted in writing to the City of Gainesville (CoG) Procurement Division by 3:00pm, (local time), March 29, 2021, 3:00pm local time. Submit questions to: dykemangb@cityofgainesville.org
2. Please find attached:
 - a. A copy of the Cone of Silence period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) that was discussed.
3. Following are questions and answers that were received by the questions deadline.
 - a. Question:
Compensation Structure: Commission or Fee? Please provide % if commission or flat fee amount
Answer:
The City prefers a fixed fee compensation structure.
 - b. Question:
How long has Marsh been the Broker on the account?
Answer:
July 2005
 - c. Question:
What do you want to see more of/enhancements to make your program better?
Answer:
This is an overly broad question and the City would expect that anyone who submits a proposal to provide that as part of their submission.
 - d. Question:
What is the reason for the City going out to RFP?
Answer:
Bringing additional markets to the City for consideration and added significant value to the loss control functions by providing SME's who are the City's advocate during our annual site visits by the property carriers.



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- e. Question:
Does the City plan to split the program? 1 Broker for Property and 1 Broker for Liability?
Answer:
That is not ruled out but the City’s preference is for a single broker/consultant

- f. Question:
Why was the Auto Liability policies and Special Event policy not renewed?
Answer:
All of the special events that were covered under the policy were either canceled or went virtual due to the pandemic. The Auto Liability policy was not renewed because of changes in our take home/stand by polices.

- g. Question:
Please provide the name of the current insurance broker for the City of Gainesville and the amount of annual compensation they are receiving.
Answer:
Marsh USA, Inc. Fixed fee, \$220,000

- h. Question:
The RFP provided a schedule of insurance that overlaid “non-renewed” over certain policy dates. Please see screenshot below for example. Can you provide a schedule of insurance that restores those dates and also provides policy premiums?
Answer:
The scheduled provided previous policy numbers, policy periods were 10/1/2019 - 9/30/2020

- i. Question:
Please provide a 10-year loss history for all policies.
Answer:
The City won’t be able to get this by Wednesday, however, we will provide to the successful bidder upon reward of contract and as part of our renewal strategy.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER COMPANY NAME: _____

SIGNATURE: _____

LEGIBLY PRINT NAME: _____

DATE: _____



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CITY OF GAINESVILLE FINANCIAL SERVICES PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.