



ADDENDUM NO. 1

Date: July 15, 2015

RFP Due Date: July 27, 2015
at 3:00 P.M. (Local Time)

Project Name: Broker/Agent Insurance and Risk Management
Consulting Services

RFP No.: RMDX-150054-DD

NOTE: This Addendum has been issued only to the holders of record of the Request for Proposal RMDX-150054-DD.

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 shall be submitted in writing to the City of Gainesville Purchasing Division by close of business day, July 16, 2015. Questions may be submitted as follows:

Email: drymonjd@cityofgainesville.org
or
Faxed (352) 334-3163
Attention: Doug Drymon
2. Please find attached:
 - a. Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters).
 - b. Exhibit #1 - Copy of proposed contract for Broker and Risk Consulting Services. (**NOTE:** if Proposer has a suggested service agreement that they would like the City to consider, they may include that contract form in their proposal. The City will require the inclusion of the public records language, indemnity and right to audit language included in the general terms and conditions included in the RFP, at a minimum. Any contract or service agreement will be subject to approval of the City Attorney as to form and legality.)
 - c. Exhibit #2 - City of Gainesville Schedule of Values (SOV).
 - d. Exhibit #3 - City of Gainesville Property Policy and Participation Acknowledgements.
 - e. Exhibit #4 - City of Gainesville GRU Power Generation Property Risk Assessment – Deerhaven Plant.
 - f. Exhibit #5 - City of Gainesville GRU Power Generation Machinery Risk Assessment – Kelly Plant.
 - g. Exhibit #6 - City of Gainesville GRU Power Generation Machinery Risk Assessment – South Energy Center.
 - h. Exhibit #7 - Final Policy Gainesville Regional Utilities (Inc.).
 - i. Exhibit #8 - 2014 Umb Policy # BE012493121

3. Per a request from Steven C. Varvel, City of Gainesville Risk Management Director, all firms responding to the Request for Proposal (RFP) should clearly identify the section and/or page # within their proposal where they have satisfactorily demonstrated that they meet the minimum requirements outlined in Section II(B) of the RFP. Proposers should submit their response in a format similar to the following table:

SECTION # of RFP Document	PAGE # of RFP Document	MINIMUM REQUIREMENTS (Must/Should)	SECTION and/or PAGE # of the Proposal
II(B)	8	Minimum 10 years' experience with public agencies of equal size and complexity to City of Gainesville is required.	
II(B)	8	Experience with a power generating utility having at least 400MW of generating capacity is required.	
II(B)	8	Proposer's assigned Service Team should have experience with the marketing and placement of a complex insurance program, including the placement of a property program having a minimum total insured value of \$500,000,000.00, and which includes a significant boiler and machinery component.	
II(B)	8	Proposer's Service Team should have a public entity client with a minimum insurance placement of \$3 million.	
II(B)	8	Proposer shall have experience coordinating loss control visits with carriers.	

4. Additionally, all proposals submitted should conform to the following change to Section I(C) of the original RFP document:

PROPOSAL SUBMISSION

One (1) original and ~~two (2)~~ **three (3)** copies (a total of ~~three~~ **four** sets) of the complete proposal must be received by July 27, 2015 at 3:00 p.m. local time at which time all proposals will be publicly opened. In addition, proposer should provide one (1) electronic copy of their proposal in PDF format on a CD or USB flash drive. Electronic documents should not be password protected, encrypted, etc.

Following are responses to inquiries which have been received to-date from prospective proposers:

5. Inquiry: We would like to request a copy of the Property policy and the Property Statement of values.
Response: Please refer to Exhibits #2 and #3 uploaded with this Addendum to DemandStar.
6. Inquiry: The Schedule of Insurance provided and the policy list reflected in Attachment Form B do not match, please confirm which is accurate.
Response: The schedule of insurance does not include the six bonds renewed annually for two Charter Officers, two Finance Director/CFO, employee dishonesty and tax collector. In addition to the schedule, the City purchases two fiduciary liability policies for its pension plans, an

aviation policy for its police helicopter, statutory life insurance for police and fire, and a small property policy for rental rehab owned locations that renew during the year. The Attachment Form B includes all types of insurance purchased over the past 10 years and is intended to be overly broad to ensure that any additional risk transfer tools (insurance) are included in the proposal. If there are any lines that would include an additional fee, the City would like those fees identified in advance. An example would be a builder's risk policy. This not something the City purchases on an annual basis but would like to know, if needed, is it included in the proposals price structure.

7. Inquiry: The Schedule of Insurance reflects GRU's Property (All Risk) Boiler & Machinery sublimit is \$1,000,000; please confirm if this is correct.
Response: This represents sub-limits on special expense. See policy (Exhibit #3) for details.
8. Inquiry: A copy of GRU's General Liability / Umbrella policy.
Response: Please refer to Exhibit #8 uploaded with this Addendum to DemandStar.
9. Inquiry: A copy of GRU's latest risk engineering reports and GRU's standard master services agreement.
Response: Please refer to Exhibits #4, #5 and #6, as well as Exhibit #7 uploaded with this Addendum to DemandStar.
10. Inquiry: Please confirm if the separate price proposal is applicable for this RFP response.
Response: A separate price proposal is not applicable. The pricing should be indicated on the provided response form. Any compensation in addition to fees/commissions stated in the response should be clearly identified. Any add on services, such as broker's staff attendance at plant loss control meetings or intermediary commissions require full disclosure and transparency.

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: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.