

CITY OF ALEXANDRIA
August 14, 2018
Request For Proposal For Insurance Agent Services

General

The City of Alexandria is seeking proposals from licensed property and casualty insurance agents. The City has been with the League of Minnesota Cities Insurance Trust (LMCIT) for many years, is pleased with the program, believes it provides the best municipal coverage for the dollar, and expects to continue under the program.

This request for proposal covers only the LMCIT insurance program including the property/casualty, liquor liability, and worker's compensation programs. The workers compensation program fee is set at 2% of the premium. For your information, the LMCIT 2018 premium for the general package is \$314,170; the liquor liability is \$4,514; and the worker's compensation is \$151,759.

Proposal Process

Sealed, written proposals responding to this "request for proposal" must be submitted before 4:30 p.m. on September 7, 2018. Proposals shall be addressed to:

City of Alexandria
Attn: Martin Schultz
704 Broadway
Alexandria, MN 56308

Proposers must use the proposal form attached as Exhibit 1 but may also submit other documentation for consideration. This documentation may include brochures, samples, letters of recommendations, etc. The City's intent is to adopt a resolution appointing the insurance agent for a term of six years.

The face of the sealed envelope should bear the caption "Insurance Agent Proposal".

Proposers are solely responsible for delivery of their proposals to the City before the date and hour set forth above. Any proposal received after that time because of delayed mail delivery or any other reason will not be considered and will be unopened.

Questions concerning the proposal process can be addressed to City Administrator Martin Schultz at 320-759-3629 or mschultz@alexandriamn.city. Any information given to one proposer will be placed in writing and distributed to all who received proposal packets.

Agent Service Priorities

The City desires to work with an agent who successfully provides the following services:

1. Advise and assist the City in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
2. Advise and assist the City in evaluating and selecting among coverage alternatives such as deductibles , limits, optional coverages, alternative coverage forms, etc.
3. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
4. Advise the City on potential gaps or overlaps in coverages.
5. Assist the City as requested in submitting claims and interpreting coverage as applied to particular claims.
6. Review loss reports for correct reporting, appropriate reserves, etc.
7. Assist as requested with safety and loss control activities.

8. Assist the City in identifying risk exposures and developing appropriate strategies to address those exposures.

Selection Process

A panel of City staff and Budget Committee Members intend to review the submitted proposals between September 17 and September 28. Personal interviews with prospective agents may be conducted during that time period.

A Budget Committee recommendation for an agent will tentatively be submitted for City Council approval on October 8, 2018. The selected agent begin work for the City on January 1, 2019.

Index to Attachments

Exhibit 1 - Proposal Form

Thank you for your interest in this process.