



Creating Our Past by Investing in Our Future

CITY OF LE ROY, ILLINOIS
Request for Qualifications (RFQ)
Insurance Broker Services

Introduction:

The City of Le Roy seeks proposals from qualified brokers to provide a full range of insurance related services including, but not limit to: property, general liability, automobile liability, automobile physical damage, law enforcement liability, public official's liability, workers compensation, crime, cyber liability, excess liability, earthquake, flood, bonds, and drone coverage. Only brokers licensed in the State of Illinois will be considered for selection. These services should support any risk management goal to provide comprehensive coverage at the best possible cost.

Key Dates:

RFQ Issued: June 21, 2022

Responses Due: July 14, 2022

Decision Date: July 18, 2022

Notification to Selected Brokers: July 21, 2022

Policy Renewal Date(s): 12/1/2022 – 12/1/2023

Proposal Submission Guidelines:

Responses to the RFQ must be in accordance with the terms and conditions outlined in this document.

Three (3) written, sealed responses must be received by the City of Le Roy 5:00 PM Central Time. Only original, sealed, hard copy proposals will be accepted (NO faxed, emailed, texted, etc.) They must be delivered in-person or by a generally accepted delivery service, such as the United States Postal Service.

The City of Le Roy is not responsible for misdelivered, lost, or delayed responses

Responses should be delivered to:

Le Roy City Hall
Attn: Dave Jenkins
207 S. East Street
Le Roy, Illinois 61752

Any questions or clarifications should be submitted in writing and mailed or e-mailed to Dave Jenkins: djenkins@leroy.org or Anita Corso: acorso@leroy.org prior to the proposal deadline. All discussion about this RFQ should only be with Dave Jenkins, City Administrator or Anita Corso, City Clerk. It is the sole responsibility of the respondent to gather sufficient information to make a qualified proposal.

Selection and Contract Award:

The evaluation process and final approval will be performed by the City Council. The written proposal and formal presentation/interview (if required) will be the basis for the City Council's recommendation. Your response should be complete and specific in every detail.

If the proposer has a draft of the terms and conditions it wants considered, it should be submitted as part of the formal, written response.

After written responses have been made, the City Council may select firms to make a formal presentation. Following review of the written proposal and formal presentations (if needed), the City Council may:

- (1) Reject any or all proposals
- (2) Issue subsequent RFQ's
- (3) Cancel the RFQ
- (4) Negotiate with any, all or none of the proposers
- (5) Award a contract to or enter into an agreement with one or more of the proposers
- (6) Accept the written proposal as an offer, without negotiation, and issue a notice to proceed

This RFQ does not commit the City of Le Roy to negotiate a contract, enter into an agreement, nor obligate it to pay for any costs incurred in the preparation or submission of any proposal or in anticipation of a contract or agreement. The City of Le Roy reserves the right to accept or reject any and all statements of qualifications or to waive technicalities, or to accept any item of any request for qualification. Nothing in this document shall require, nor implies that the City of Le Roy will proceed with obtaining services of a submitting agent, broker or firm.

Qualification Requirements:

The City of Le Roy will enter into an agreement and/or award a contract to the firm that, in its opinion, is most capable of performing services described in this RFQ. Multiple firms may be selected to bid in the process, but the City of Le Roy reserves the right to choose only those that meet the standards set forth below to the City of Le Roy's satisfaction.

- (1) Respond to RFQ completely as prescribed and on time.
- (2) Adequate financial and personnel resources to ensure that all requested services are provided in a timely manner.
- (3) Experienced, skilled and client service-focused personnel to ensure quality service.
- (4) Excellent client references that include at least 3 municipalities.

Criteria for Evaluation & Selection:

Your ability to provide understandable, well-organized information will be reflected in the written proposal. It should be accompanied by a letter of interest that identifies the firm, provides the name of the principal contact, is signed by an officer of the firm, and briefly summarizes the proposal.

The RFQ response should be organized to clearly address the following criteria which, among others, will be used in the committee's evaluation for qualifications. To be considered for selection, firms must submit the following items:

- (1) Qualifications of broker and staff:
 - a. General information of your firm including years in business, size of firm, and location of personnel intended to directly serve the City of Le Roy.
 - b. Experience with municipalities within the State of Illinois.
 - c. Necessary resources including facilities, network/affiliates and experienced staff.
 - i. Resumes/CV's of key staff must be included.
- (2) Client Recommendations/references from at least three (3) clients that demonstrate the firm's qualifications as noted above in 1b and 1c.

- (3) Complete description of the scope of work proposed, including your firm's responsibilities and the services to be performed. The selected firm will be required to perform the following services at a minimum:
- a. Action Plan for upcoming renewals
 - b. Act as agent for the City of Le Roy to obtain the best possible coverages for the best possible pricing.
 - c. Review current coverages to make sure coverage's are adequate and make any recommendations for changes, additions or deletions
 - d. Review Risk Management strategy.
 - e. Support relationship between carriers and the City of Le Roy, to ensure delivery of the best possible service from the marketplace.
 - f. Review exposures of the City of Le Roy to ensure that proper coverages are in place.
- (4) Provide a list of markets that, if selected, you would like to access, in order preference.
- (5) Provide overall volume of municipality insurance placed for your primary markets.
- (6) Examples of value added services the firm has a history of providing.
- (7) A copy of the firm's certificate of insurance showing general liability, employer's liability, workers compensation and error's and omission's coverage.
- (8) A listing, and brief description, of any legal action for the past two years in which your firm or your agents have been a part of, including but not limited to bankruptcy, deficient performance under contract or any criminal action.

Disclaimers:

Participation in this RFQ DOES NOT give you any authority to approach any markets on behalf of the City of Le Roy.

You are NOT guaranteed any markets that you have listed in the RFQ proposal. If all markets listed in your RFQ proposal are assigned to other firms, your proposal may be rejected outright.

If you are selected, a pre-set packet of information including, applications from current carriers, loss information, the various vehicle/equipment lists, etc. will be provided to you for marketing use. NO outside applications will be completed, unless your firm and carrier are selected.

If you are selected, requests for inspections must be made within 10 days of your notification, so that they may be scheduled properly. Request made after the 10 day period may be reviewed and rejected due to time constraints.