

DOUGLAS COUNTY BOARD OF COMMISSIONERS

REQUEST FOR PROPOSALS

PROPERTY & CASUALTY INSURANCE

SOLICITATION NUMBER 17-027

The Douglas County Board of Commissioners is soliciting proposals from qualified Insurance Agent/Brokers for Property & Casualty Insurance.

Any contract resulting from this proposal shall be effective for the year beginning December 1, 2017 to December 1, 2018. The county will hold the option to continue services under the same terms and conditions set forth herein in subsequent years.

Proposals must be in the actual possession of the Purchasing Department at the location indicated, on or prior to the exact time and date indicated below. Late proposals shall not be considered. The prevailing clock shall be the Douglas County Purchasing Department clock. Proposals must be submitted in a sealed envelope. The Request for Proposals (RFP) number, Proposer's name and address shall be clearly indicated on the outside of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the responsible Purchasing Officer listed below.

QUESTIONS SHALL BE DIRECTED IN WRITING TO:

BILL PEACOCK
Director Purchasing
bpeacock@co.douglas.ga.us
Douglas County Purchasing Department
Third Floor, 8700 Hospital Drive
Douglasville, GA 30134

All questions are to be received not later than seven days (7) before the due date of the Proposal and Pricing Information. Responses to substantive questions will be provided to all firms who have requested Proposal information.

PROPOSAL DUE DATE: September 8, 2017, 2:00 PM
PROPOSAL LOCATION: Douglas County Purchasing Department
Third Floor, 8700 Hospital Drive
Douglasville, GA 30134

Please mark your proposal on the outside as, **“Property & Casualty Insurance, Solicitation Number 17-027.”**

General Conditions

1. The purpose of this Request of Proposal (RFP) is to seek a Property & Casualty Insurance Proposals for Douglas County Board of Commissioners. The County would like to maintain its current deductible structure and is not interested in Self-Insured Retention (SIR) options at this time.
2. The insurance agency may use one or more insurance companies or funds to provide this package of liability insurance policies.
3. Any contract resulting from this proposal shall be effective for the year beginning December 1, 2017 to December 1, 2018. The county will hold the option to continue services under the same terms and conditions set forth herein in subsequent years.
4. The material in this proposal package contains, first, coverage and underwriting data; and second, proposal sheets to be used in presenting the proposals.
5. It is understood that applications may be required in some instances, but it is requested that quotations be provided based on the information contained in the Proposal Specifications. Applications will be completed after the award of the insurance. Property & vehicle schedules are provided with this RFP for quoting purposes.
6. It is mandatory that the forms in RFP be used. The proposal must include the answer to all questions, and must include the name of a person who can be contacted in the event of any question on the proposal. Failure to use the proposal forms may disqualify the proposal. Your attention is especially directed to the conditions and coverage questions.
7. Each proposal must include the name of the insurance carrier and its most recent Best's rating. All coverages must be in compliance with the Georgia Statutes. The insurance company must have a Best's rating of A or better. For self-insurance funds, a complete copy of the reinsurance structure and the most recent financial report filed with the Insurance Department must be included.
8. Payment terms for any and all plans and options should be included with proposals.
9. All agents/brokers are required to provide evidence of insurance of at least \$5,000,000 of Professional Liability Errors and Omissions coverage.

Douglas County reserves the right to waive any informalities, to reject any and all Proposals, to evaluate Proposals, to accept portions of any Proposals and to accept any Proposal, which in its opinion, may be in the best interest of the County. The County reserves the right to add to or delete from the contract after the contract has been awarded.

No Proposal will be received or accepted after the above specified date and time of the Proposal opening. Proposals submitted after the designated date and time will be deemed invalid and returned unopened to the Proposer.

No Proposal may be withdrawn within ninety (90) days after the Proposal opening and all Proposals shall remain firm during this period.

Ad Dates: 8/9 & 8/11