



**CITY OF
COLLINSVILLE, IL
REQUEST FOR
PROPOSAL**

****** LATE BIDS/PROPOSALS WILL NOT BE ACCEPTED ******

INFORMATION

Purpose:

Proposals are requested from qualified firms to provide Property and Casualty Insurance Brokerage Services to the City of Collinsville, IL.

Proposal submission:

All proposals must be received by the City of Collinsville, IL, 125 South Center Street, Collinsville, IL 62234 prior to 4:00 p.m., Central time, on Friday, September 17, 2021. Each proposal package shall consist of one (1) original (identified as such), (1) electronic version, (1) one public/press copy (optional). If proposals are sent via mail, please address them to the attention of Kristopher J. Mooney, CFO. All proposals can be sent electronically through email to kmooney@collinsvilleil.org. If proposals are sent through email, please be sure to include a public/press copy if desired.

It is the responsibility of the firm to ensure the proposal is received prior to the deadline. Firms mailing proposals should allow ample mail delivery time to ensure timely receipt. Proposals received after the submission deadline will not be accepted and will be returned unopened.

Amendments to RFP:

If it is necessary to revise the RFP, an addendum will be posted to the City's website under the original RFP posting and emailed to each Proposer. If any Proposer has questions to be answered by the City, they all will be addressed via an amendment. All questions must be received by **4:00p.m on Friday, September 3, 2021**. Questions must be in written form and emailed to kmooney@collinsvilleil.org.

OVERVIEW OF COLLINSVILLE, IL

The City is located approximately twelve miles east of downtown St. Louis, Missouri. The three Collins brothers (for whom the City was named) arrived in the area in 1817. A village was

platted in 1837 and a village charter was adopted in 1850. In 1872, the City of Collinsville was incorporated.

Through its history, the City has been the site of zinc works, lead works, coal mines, knitting mill, cow bell factory, and canning plants. The bulk of these industries were gone by the 1950's. Collinsville is now the sixth-largest Metro East City with a 2010 census population of 25,579 and an estimated 2019 population (based on City building permit data) of 26,011.

Besides being a residential community, the City has a hospitality district with over 1,300 hotel/motel rooms and the Gateway Convention Center (Southwestern Illinois' largest convention and visitor's center). The City is also home to Ameren Illinois Corporate Headquarters, the District 11 Illinois State Police, Illinois Department of Transportation headquarters, Cahokia Mounds State Historic Site, and FanDuel Sportsbook and Horse Racing Racetrack (and future Racino).

Pursuant to a special census, the City was certified by the State of Illinois as a home rule unit, as of August 24, 2005, under Section 6 of Article VII of the 1970 Illinois Constitution.

Approximately 90% of the City's 2020 Equalized Assessed Valuation is in Madison County, with the remainder in St. Clair County. The City encompasses nearly ten square miles and is bordered by a number of unincorporated areas. Incorporated areas that border the City include the Village of Maryville on the north and the Village of Caseyville on the south.

The City is a municipality operating under the City Council-Manager form of government. The adoption of this form of government was approved by a public referendum in 1991. The City Council is the governing legislative and policy making body for the City and consists of a Mayor and four Council members, all elected at large, with the Mayor voting on all issues and without veto power. The City Council has purely legislative powers, through which it establishes policy and makes all laws, rules, and regulations. The City Manager, City Clerk, Corporate Counsel, City Attorney, and City Treasurer are appointed by the Mayor with the approval of the City Council. The City Manager is the Chief Executive Officer for the City and is responsible for implementing the legislation and policies adopted by the City Council as well as all aspects of City operations.

COLLINVILLE, IL BY THE NUMBERS.

The City's General Fund budget is \$28M for Fiscal Year 2021 which ends December 31. The City's Enterprise Fund budget for the same period is approximately \$9.5M. The City also has 4 TIF Districts, 4 Business Districts, a Motor Fuel Tax fund, and several small funds all which make up our Special Revenue Funds and have an approximate budget of \$10M for 2021. The general ledger has more than 15 funds, some with departments. The City currently has 11,686 utility (water/sewer) accounts, billed bi-monthly. The City employs 201 current full-time employees and 63 part-time employees. During the summer, the City will hire 150-180 seasonal staff. All employees are paid every two weeks. The City also has 4 bargaining units. The City will generate approximately 450 checks and EFT payments per month; check runs are weekly. One main location (City Hall) located at 125 S. Center Street, Collinsville, IL 62234. The City has a Water Plant, Sewer Plant, Street Dept location, 2 Fire stations, 1 Police station, Gateway Convention Center, Heritage Farm, Water Park, 2 Public Parks, Sports Complex, and an Animal Shelter.

TERMS AND CONDITIONS

Qualifications. All Proposers shall provide satisfactory evidence that they performed this type of service on multiple occasions by identifying (3) references along with contact information for each reference that will consist of phone numbers and email addresses.

Compliance with laws and ordinances. Firms shall conform to all rules, regulations, ordinances, laws, or directives set forth by the City and the State of Illinois.

Method of selection and award.

For all other professional services, the following steps will be taken:

1. The Chief Financial Officer shall solicit responses to the request for proposal in whatever manner is deemed most likely to obtain the greatest number of responses from qualified providers of the required services.
2. Review selection of Proposer: After receiving all responses to the request for proposal the Chief Financial Officer, Director of Human Resources, and the City Manager (The "Selection Committee"), shall review each response and select the proposer that has a combination of the lowest fee and best qualifications.

Ownership of proposals. All proposals become the property of the City upon receipt. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal. Disqualification of a proposal does not eliminate this right.

Proprietary information. All material submitted in response to this RFP will become public record and will be subject to inspection after a contract is executed.

Rejection of proposals and waiver. City reserves the right to reject any or all proposals, or to cancel the RFP process at any time for any reason and without cause. Failure to furnish information requested, follow the proposal format or instructions may disqualify a proposal. City reserves the right to accept the proposal which in its judgment best serves the interests of the City. City further reserves the right to award the contract to the next most qualified proposer if the successful proposer does not execute a contract within thirty (30) days after being notified of the award of the proposal. City reserves the right to waive any variances from the original RFP in cases where the variances are in the City's best interest or to waive any informalities.

Costs incurred in responding to the RFP. City shall not be obligated to pay any firm or be liable for any cost incurred by a firm in responding to this RFP. All costs associated with the presentation of the proposal and any supplemental information shall be borne solely by the proposer and shall not be passed on to the City under any circumstances.

Submission of proposals and supplemental material. City reserves the right to request clarification of information submitted and to request additional information from one or more proposers. If supplemental materials are required or requested, then they must be submitted to the Chief Financial Officer as part of the proposal. Supplemental materials will not be accepted after the proposals have been opened, unless requested by the Selection Committee. Submission or

distribution by the Proposer of unsolicited supplemental materials to City employees or Officials may result in rejection of the proposal.

Discrimination policy. The City of Collinsville does not discriminate on the basis of handicapped status, race or color, national origin, religion, age or sex in employment or the provision of municipal services.

Questions regarding the scope of services and proposal process. To ensure fair consideration for all proposers, the City discourages communication to or with any department, bureau or employee during the submission process, except as provided herein. Communication between a firm and the City will be initiated by the Selection Committee in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal.

SCOPE OF SERVICES

- A. Evaluate the City's existing program and propose quotes for a self-insured and fully insured program.
- B. Bind property and casualty, liability, workers' compensation, and other insurance coverages, as necessary, and provide day-to-day support to the City (Coverages are provided at the end of this document).
- C. Any coverage that is obtained on a commission basis shall be disclosed to the City along with the amount of compensation received.
- D. Provide annual policy, market trends, and stewardship updates. The policy update will summarize the prior policy year services rendered for the year and propose recommendations for each coming year. Market trend updates should identify anticipated market conditions that affect the City and propose a strategy to address exposure areas.
- E. Develop underwriting data and specifications for renewal negotiations.
- F. Provide trending information for the various coverages of the City.
- G. Solicit and document bids in the first year providing services to the City (at least three per exposure area where practicable) from the insurance markets and negotiate the best terms and coverage. **Subsequent years will require a market approach if cost exceeds 10% or at the City's discretion.**
- H. Evaluate the commitment and financial stability of the underwriters.
- I. Service existing insurance policies by tendering losses, reviewing coverage issues, assisting in collection of losses, reporting values, issuing Certificates of Insurance as needed, processing policy changes, etc.
- J. Communicate with applicable City Staff periodically to discuss loss control issues, exposures, and general administrative matters.
- K. Analyze on-going exposure to loss, adequacy of coverage, etc., and assist in developing insurance requirements for various changes in status, as requested by the City or in the best interest of the City if not requested.
- L. Provide other services that are customarily required of a municipal insurance broker, including assisting in selection and monitoring of a third-party administrator for self-insurance claims.

PROPOSAL PREPARATION

To assist firms in preparing their proposal packages, general information about the City and its current insurance program is provided in the attachments to this document.

The Proposal should include, but not limited to, the following information:

- Overview and history of Firm.
- (3) References of choice and listing of current municipalities served.
- Methodology of evaluating coverages and market approach to the best possible cost provided to the City.
- Overall claims philosophy, practices, and standards.
- Biographies of staff who would be serving this account, including qualifications.
- State the administration services your firm will provide in order to satisfy the specifications herein, including loss prevention
- Description of other services to be provided within the scope of the proposal.
- Description of the fee structure associated with the proposed coverage/services, and a fee schedule for services to be provided at additional cost that are not considered part of the proposed package

Selection Process:

The selection of the firm to handle the services described herein will be done by a committee of City staff. All proposals submitted by the deadline will be reviewed. Supplemental information may be requested by the City, and one or more firms may be interviewed and/or scheduled for a site visit. Assuming an acceptable proposal is received, a final recommendation to City Council will be made. Any expenses incurred during the proposal/interview process are the responsibility of the respondent.

Proposals will be evaluated on the following criteria:

- the degree to which the proposal responds to this Request
- the experience and professional reputation of the respondent
- the demonstrated ability to provide proposed and other support services
- the cost to the City

An agreement shall be signed by the successful firm upon passage of the City ordinance and shall serve, along with the purchase order(s) and the firm's response, as the contract for the services requested. The City reserves the right to award the contract to the next most qualified respondent and terminate the process in the event the initial contract is not executed within thirty (30) days of the contract award.

City of Collinsville

Property and Casualty Summary of Coverages

Line of Coverage	2021		
	Carrier	Limit	Deductible/ SIR
Property	Chubb	\$130.5m	\$10k (\$25k wind/hail)
Earthquake	Chubb	\$10m (\$7.5m mine sub)	100,000
Flood (excl wastewater plant)	Chubb	\$10m/\$1m	\$50k/\$500k
Equipment Floater	Chubb	\$14.3m	1,000
Vehicle Physical Damage	Chubb	ACV	50,000
Equipment Breakdown	Chubb	\$130.5m	10,000
Flood (wastewater plant)	Landmark	\$5m	250,000
General Liability	Berkley	\$5m (excl Splash City)	75,000
Vehicle Liability	Berkley	\$5m	75,000
Public Officials Liability	Berkley	\$5m (\$2m Sexual Abuse)	75,000
Law Enforcement Liability	Berkley	\$5m	75,000
Umbrella Liability (\$5m x \$5m)	Allied	\$5m over main program, \$5m over Splash City	
Splash City Liability	Everest	\$1m	5,000
Crime	Chubb	\$500k/\$100k	\$1k/\$2.5k
Cyber	BCS	\$3m	25,000
Excess Work Comp	Midwest	Statutory/\$1m	600,000