

**City of Lockport
One Locks Plaza
Lockport, N.Y. 14094**

Request for Proposals (RFP) to Provide Insurance Services

The City of Lockport (COL) invites your firm to submit a proposal to act as the COL's insurance broker for three (3) years from the first date of insurance coverage on January 1, 2022. The COL is a member of the New York Municipal Insurance Reciprocal (NYMIR), the largest municipal property and casualty underwriter in New York State.

Organizational Structure

The COL has 201 employees and an annual budget of \$44 million dollars. The COL has a six-person governing body (the Common Council), and a full-time Mayor.

Statement of Need

The COL seeks a complete range of insurance brokerage services, including management of the following coverages:

- General liability
- Excess liability
- Property
- Boiler & machinery
- Crime
- Auto
- Inland marine
- Law enforcement liability
- Public officials' liability

The selected insurance agency will work with the COL to ensure proper coverage is in place, identify areas of potential savings, make coverage-related recommendations, and assist the COL in securing the recommended policies most relevant to current organizational operations.

The COL retains the right to terminate the contract upon thirty (30) days written notice, without cause.

The COL requires a number of certificates of insurance that must be provided in PDF format electronically so they can be directly forwarded to the City's granting agencies, and/or funding sources. The successful bidder will be expected to perform the tasks of broker, including, but not limited to:

- Risk assessment
- Claim handling
- Record keeping

- Communications with the COL
- Legal compliance

Submission Requirements

Please provide the following information in your submission:

- An overview of your firm
- Recent experience with municipal and non-profit clients
- Client references, including name and phone number
- Resumes of staff and supervisory personnel that will be assigned to the audit
- Contact information
- Fee structure

Guidelines For Submitting Proposals

One (1) electronic to poates@lockportny.gov and one (1) hard copy of each person or firm's proposal must be received at the City Clerk's office by **4:00 pm November 1st, 2021**.

Proposals should be addressed to:

Paul K. Oates
City Clerk
1 Locks Plaza
Lockport, NY 14094

The outside of the package should be clearly marked with the words, "**Insurance Proposal**". Fax proposals will not be accepted. Proposers are fully responsible for delivery of proposals. The COL is in no way responsible for delays caused by any delivery service or caused by any other occurrence. Date of receipt will be determined by the City Clerk's use of a date stamp or printed e-mail. Late proposals will not be considered.

The COL will contact those agencies that submit to schedule interviews and discuss next steps.

Reservations of Rights

The COL reserves the right to reject all or any part of any or all proposals, to waive technical deficiencies and to accept any proposal that it deems to be in the best interest of the COL. Any appointment resulting from this RFP will not necessarily be awarded to the firm with the lowest fees. The appointment shall be awarded to the compliant firm whose qualifications best meet the needs of the COL. The COL reserves the right to negotiate the terms and conditions of the contract with the successful firm to obtain the most advantageous situation for the COL. The COL reserves the right to request additional information from all applicants.

Commencement of Services

The successful firm will be expected to have coverage begin on January 1, 2022.