

REQUEST FOR PROPOSAL

FOR AN

Insurance "Agent of Record" To Handle

Property & General Liability Insurance

THIS REQUEST FOR PROPOSAL IS BEING OFFERED BY

Tuscarawas County University Branch District
Kent State University Tuscarawas Campus

PROPOSAL DUE DATE:	July 5, 2023
PROPOSAL TIME:	4:00 p.m. (EST)
COVERAGE EFFECTIVE:	September 1, 2023

The Tuscarawas County University Branch District Trustees will accept proposals for property and general liability insurance until 4:00 p.m. (EDST), July 5, 2023. Interested agent/broker should submit one (1) copy to the following address:

Frank Rose, Chairman
Tuscarawas County University Branch District
Kent State University Tuscarawas Campus
330 University Drive NE, Dean's Office Founders Hall
New Philadelphia, OH 44663
Phone: 330-308-7423

The Tuscarawas County University Branch District (hereafter the "Branch District"), reserves the right to reject any and all proposals, to waive any irregularities in the proposals, or to accept that proposal which in the judgement of the Branch District is in the best interest of the Board. The Branch District may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals. The Branch District will not consider partial or multiple awards.

The bids shall be based on the information contained in this document and quotations on the forms furnished. NO OTHER FORM WILL BE ACCEPTED. It is anticipated that some insurance carriers will need additional information than that provided in the attached specifications. It is the responsibility of each agent to secure any supplemental information by contacting:

Carla Barker, Special Assistant, Dean's Office
Kent State University Tuscarawas
330 University Drive NE
New Philadelphia, OH 44663
330-308-7423

Agents/brokers should not base their proposals upon any verbal information received from other employees or agents of the Branch District or University.

GENERAL INFORMATION

The Branch District wishes to continue its current "Agent of Record" program with a qualified insurance agent/broker. The selected agent/broker will be the only approved agent/broker permitted to represent the Branch District and University to the insurance markets in the designated areas. The Branch District will expect that the selected agent/broker provide their insurance expertise, in a consulting mode, to the Branch District and University with no additional charges being levied for the service. The Branch District agrees to allow the selected agent/broker to represent the Branch District and Kent State University Tuscarawas for various insurance policies and programs as described herein.

Although the successful vendor will be selected based on criteria contained herein, all bidders should be aware that the Branch District makes those reservations specifically contained in this General Information Section. The Branch District reserves the right to represent itself directly to selected markets when it determines it is in its best interest.

The Branch District reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Branch District considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Branch District.

CONFIDENTIALITY

This Request for Proposals (RFP) is considered confidential information. This request should not be shared, in any way, with any party who is not directly involved in the underwriting, sales or service process. If it is determined that a breach of confidentiality has occurred, the bidder responsible will be automatically eliminated from the bidding process.

PROGRAM AWARD CRITERIA

The Branch District shall use the following ranked criteria in its assessment of each proposal received for Property and General Liability Insurance. In addition, the procedure for evaluation of these proposals is also described.

1. The Agent/Broker must have the ability to offer competitive pricing and guarantees. Although cost is a major consideration in evaluating proposals, it is certainly not the only consideration.
2. The Agent/Broker must guarantee pricing for a minimum of one (1) year. However, the Agent/Broker may provide pricing for a multi-year contract including reasonable adjustments.
3. The Agent/Broker must be able to provide the amount and breadth of coverage requested and provide the ability to bond.
4. The Agent/Broker must be able to process all claims for the Tuscarawas County University Branch District on the policies issued, to include accurate, responsive claim service, and a professional customer service unit to address the client's questions, comments and concerns.

5. The Agent/Broker must be able to advise the Tuscarawas County University Branch District on current and future practices that can reduce exposure, contain costs or enhance coverage.
6. The Agent/Broker must be able to act for an institution whose primary purpose is advancing education, such as school districts, colleges and universities.

EVALUATION PROCESS

The Branch District shall use the following process for determining the successful awardee:

1. Sealed bids shall be opened and reviewed by the Office of the Dean located in Founders Hall on July 6, 2023 at 9:00 a.m.
2. The Office will perform an initial assessment to determine the number of proposals for property and general liability insurance submitted and to ensure that all proposals meet the specified criteria. Those that do not shall be disqualified and the reasons for disqualification shall be communicated in writing to the Tuscarawas County University Branch District.
3. The Office will then perform an evaluation of the qualified proposals, based upon the ranked criteria. The evaluation of qualified proposals based upon the ranked criteria will be communicated in writing to the Branch District. To comply with this provision of the RFP, the Dean's Office should provide a written evaluation of all qualified proposals to the Board at or before the meeting at which the vote will occur.
4. The Tuscarawas County University Branch District Board of Trustees will review these qualifying evaluations at its regular July 11, 2023 meeting and shall vote to award on behalf of the Tuscarawas County University Branch District.

The Branch District will charge the selected agent/broker with the responsibility of developing, placing and servicing the Branch District insurance programs, as described in this Request for Proposal.

The successful agent/broker will assume the responsibility for procuring insurance for the Branch District, as present policies expire, beginning on September 1, 2023.

The selected agent/broker will not be allowed to assign his/her rights to any agreement entered into as a result of the Request For Proposal, without the expressed written consent of the Branch District.

It is expected that the successful bidder will agree to the following provision:

The vendor selected shall abide by all federal laws with respect to equal opportunity and nondiscrimination.

There shall be no discrimination against any person on account of age, race, color, religion, sex, national origin, veteran status, or disability status. It is expected that vendors will in good faith maintain a diverse employee list and will refer persons to the Branch District on a nondiscriminatory basis. Selected vendors are expected to have policies on equal employment opportunity and nondiscrimination and shall include a copy of said policies along with their proposals. In addition, vendors shall comply with posting of notice requirements of state and federal law including posting notices of equal opportunity in conspicuous places on the vendors' sites in view of all potential applicants or prospective employees.

The Branch District reserves the right to accept or reject any alternate proposal submitted and to accept the proposal determined to be in the best interest of the Branch District.

Agent/Broker _____

Signature _____

Title _____

Date _____

SCHEDULE OF LOCATIONS:

Building 1 Educational Building \$47,330,290 Building
330 University Drive NE \$ 5,631,890 Business Personal Property
New Philadelphia, OH 44663

COPE INFORMATION

Year Built	1968, 1976, 1986, 1989, 1992
Construction	Modified Fire Resistive
Fire Suppression System	Alarm
Total Square Footage	131,171
Number of Stories	2
Basement	Partial

Bleachers, Fencing & 4 Smokers \$1,551,557 Property In Open
Pavilions, Security System & Phones
Signs & Lighting

Building 2 Garage & Maintenance Facility \$459,415 Building
\$206,312 Business Personal Property

COPE INFORMATION

Year Built	1972
Construction	Masonry-Non Combustible
Total Square Footage	1300
Number of Stories	1
Basement	None

Building 3 Metal Storage Building \$ 8,527 Building
\$ 2,368 Business Personal Property

COPE INFORMATION

Construction	Non-Combustible
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Building 4 Science & Advanced Technology \$20,310,418 Building
Center \$ 3,352,612 Business Personal Property

COPE INFORMATION

Year Built	2002
Construction	Modified Fire Resistant
Fire Suppression System	Alarm, Sprinklers
Total Square Footage	50,000
Number of Stores	2
Basement	No

Building 5 Performing Arts Center (PAC) \$32,087,026 Building
\$ 3,004,048 Business Personal Property
\$ 1,200,000 Business Income ¼ MonthlyLmt

COPE INFORMATION

Year Built 2010
Construction 2B, unprotected
Fire Suppression System Automatic Sprinkler System per OBC
Total Square Footage 51,905
Number of Stories 3
Basement No

Building 6 Metal Sided Frame Pole Building \$ 155,249 Building
(Built 2016) \$ 52,627 Business Personal Property

SPECIFIC INSURANCE: In 2019, The Insured constructed a new entrance into the campus via East High Avenue, and constructed a Masonry Automobile Bridge across the Beaver Dam Creek. The policy shall be amended to include this structure as an insured item in the amount of **\$1,891,291** outside of the Blanket limit of insurance.

Location #2

Building 1 Tolloty Technology Incubator \$ 9,191,498 Building
1776 Tech Park Drive NE \$ 102,699 Business Personal Property
\$ 29,258 Property in Open
\$ 120,000 Business Income –Rental Value
1/6 Monthly Limit

COPE INFORMATION

Year Built 2014
Construction Fire Resistive
Fire Suppression System Automatic Sprinkler System per OBC
Total Square Footage 26,095
Number of Floors 2
Basement No

Location #3 KSU – Trumbull Campus \$ 210,929 Business Personal Property
4314 Mahoning Ave NW
Warren, Ohio 44483
Non-Combustible Bldg.

Commercial Computer Coverage: \$ 2,641,586 Hardware
Blanket All Locations: \$ 34,500 Software
Deductible: \$500 Per Occurrence

Commercial Inland Marine: \$ 200,760 Audio Visual Equipment
Deductible: \$500 Per Occurrence

SPECIFICATIONS:

1) Named Insured

Tuscarawas County University Branch District
330 University Drive NE
New Philadelphia, OH 44663

2) Property

Coverage:

Blanket Real & Personal Property	\$123,686,725**
Business Income – BLD #5 (PAC)	\$ 1,200,000 (1/4 Monthly Lmt)
Business Income – Rental Value LOC#2-1	\$ 120,000 (1/6 Monthly Lmt)
Earthquake – All Locations	\$ 1,000,000 Sub-Limit
Earthquake Deductible	\$ 25,000
SPECIFIC INSURANCE – BRIDGE	\$ 1,891,291
Equipment Breakdown – All Buildings	
Broad Form Property Endorsement to be Included	

Terms and Conditions:

Perils Insured Against:	Special Causes of Loss or Broadest Form Available
Co-Insurance:	100% w/ Agreed Value
Deductible:	\$5,000 per occurrence
Valuation:	Replacement cost
** Agreed Value	

3) General Liability

Limits of Insurance

Each Occurrence Limit	\$1,000,000
Personal and Advertising Limit	\$1,000,000
Medical Payments -	Excluded
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Ohio Stop-Gap Liability (Basic)	\$1,000,000 Each Accident
	\$2,000,000 Aggregate

Rating Information:

67508 – Schools-Colleges, Universities, Junior Colleges or College
Preparatory- Other than Not for Profit A) 194,044
49184 – Theaters – Other than not for Profit M+) 26,696 admissions
61217 – Buildings or Premises – Bank or Office-Mercantile or Manufacturing –Maintained
by the Insured (Lessors Risk Only) – Other than Not for Profit A) 26,095
45539 – Land – Occupied by Persons Other than the Insured for Business Purposes
(Lessors Risk Only) T+) 52 Acres
44193 – Grandstands or Bleachers-in buildings-Other than not for profit E) 2

Terms and Conditions

School Amendatory Endorsement – See Attached
Broad Form Named Insured including volunteers, club members, etc.

4) COMMERCIAL COMPUTER COVERAGE:

\$2,641,586 Hardware

\$ 34,500 Software

5) COMMERCIAL INLAND MARINE:

\$ 200,760 Audio Visual Equipment

6) COMMERCIAL UMBRELLA LIABILITY:

\$5,000,000 Each Occurrence

\$5,000,000 Aggregate

-0- Self-Insured Retention

7) Renewal and Termination Notice

The selected carrier will be required to provide the Tuscarawas County University Branch District with a ninety (90) day advance notification of renewal.

The contract may be terminated by the Tuscarawas County University Branch District by giving notice of such intent not less than thirty (30) days prior to the intended termination date. However, the Tuscarawas County University Branch District must be given ninety (90) days notice by the carrier of intent to terminate any contract entered into.

8) TRIA – TERRORISM RISK INSURANCE ACT

The Tuscarawas County University Branch District Board of Trustees wish to include TRIA coverage in their insurance program.

**TUSCARAWAS COUNTY UNIVERSITY BRANCH DISTRICT
KENT STATE UNIVERSITY TUSCARAWAS CAMPUS**

PROPOSAL FORM

General Liability \$ _____

Umbrella Liability \$ _____

Blanket Property Insurance
Including Equipment Breakdown
and Business Income \$ _____

Specific Insurance – Bridge \$ _____

Commercial Computer Coverage \$ _____

Commercial Inland Marine \$ _____

TRIA – Terrorism Risk Ins Act \$ _____

TOTAL YEAR ONE PREMIUM \$ _____

**TOTAL YEAR TWO PREMIUM
(IF APPLICABLE)** \$ _____

**TOTAL OTHER YEARS PREMIUM
(IF APPLICABLE)** \$ _____

Insurance Company Submitting Proposal: _____

_____ AM Best Rating

Agency Submitting Proposal: _____

_____ AGENT

ADDITIONAL INFORMATION

Each Agent/Broker is invited to provide any additional information relative to the evaluation criteria in the space below.

Agent/Broker _____

Signature _____

Title _____

Date _____