

Greater Peoria Sanitary District
Insurance Brokerage Services
Request for Qualifications



Posting Date on GPSD Website: January 7, 2021

Response Due: January 27, 2021 at 3:00 P.M. Central Time (per instructions below)

Introduction and Description:

The Greater Peoria Sanitary District (“GPSD”) is seeking written proposals from experienced and qualified insurance brokers to provide insurance broker services that include, but are not limited to, insurance placement and servicing, risk exposure analysis, general advice, and claims assistance for coverages listed on Exhibit A.

The successful Broker will be expected to provide a full range of services, including but not limited to, placing GPSD’s insurance coverages, assisting staff with insurance related issues, and providing detailed, written insurance coverage options and recommendations.

About GPSD:

The Greater Peoria Sanitary District is a special purpose municipal corporation authorized by an election held on June 6, 1927. The District collects millions of gallons of domestic and industrial wastewater every day and conveys that wastewater to a treatment plant to be reclaimed in excess of the minimum required by the State of Illinois and United States Environmental Protection Agency.

The District currently serves an area of over 66 square miles and treats wastewater collected from over 700 miles of sewer pipe. The treatment plant is located at 2322 South Darst Street, Peoria, Illinois.

Services Required:

GPSD is looking for a broker/consultant who can provide a wide range of services related to our insurance and risk management program. We are seeking a broker who is authorized to do business in the State of Illinois, including experience with similar size entities to GPSD. The role of the insurance broker is to provide independent advice for the purchase of insurance products and/or alternate risk options, and will:

- Assist GPSD to protect its assets.
- Provide a high level of service.
- Utilize best practices in helping assess and manage risk.
- Provide an efficient and cost effective means of processing information and/or claims.
- Conduct research and provide industry benchmark evidence for insurance recommendations and performance.
- Provide education on insurance/risk relevant to our industry, and present recommendations to GPSD staff.
- Provide loss expertise as required.

Additionally, the successful Broker must provide, at a minimum, the following insurance brokerage services:

- Design specifications for the insurance program and market the program for coverage, including the completion of all applications, documents, and gathering data, which may be requested by insurance companies.

- Analyze proposals received from various insurance companies and other parties, negotiate changes for the benefit of GPSD, and verify the reasonableness of the price for the coverage provided. Make recommendations to GPSD as to the most advantageous insurance program providing the highest level of coverage at the best possible price to meet GPSD's needs and objectives.
- Provide GPSD with a summary of various insurance program options, including but not limited to: limits, coverages, retention levels, terms, conditions, and payment options.
- Provide analysis and recommendations as to the most cost-effective means for addressing GPSD's exposure.
- Represent GPSD in all negotiations with insurers, underwriters, and other parties with regard to the insurance program.
- When instructed to do so by GPSD, administer the placement of coverage and provide original binders, policies, and endorsements as required by GPSD.
- Assure that insurance policies are placed with reputable and financially responsible insurers (based on insurance rating among other criteria), including keeping GPSD informed of any changes in rating of the insurers and making recommendations should ratings change during the policy term.
- Continually evaluate the insurance program and recommend coverage changes and improvements to provide the highest level of coverage at the least possible cost to GPSD. Oversee and coordinate all relevant services performed by insurance companies/underwriters or any service agencies.
- Act as GPSD's agent with carriers and claimants to resolve claims.

Proposal Requirements:

To assist us in the evaluation process, the following information and answers to the following questions are required in your proposal:

A. BROKER PROFILE

1. Provide an overview of your company, including a brief description of your company's history, ownership structure, financial stability, philosophy/culture, and approximate number of employees.
2. Describe your expertise in our industry, including specific service to municipalities and utilities similar to GPSD.

B. ACCOUNT TEAM

1. How is your account team structured? Please include a brief biography of the service team members who would support GPSD. Who will be the day-to-day contacts for the account?
2. How would your account team service differently than your competitors?

C. CLIENT SERVICE/QUALITY ASSURANCE

1. Describe the procedures for monitoring client satisfaction.
2. Describe your firm's market leverage.
3. How does your firm evaluate the solvency and quality of insurers that may be used on our account?

D. SERVICES PROVIDED

1. What is your philosophy, process, and approach to program design and marketing?
2. What services will be provided? Include both services we have outlined in this request as well as additional services that you would recommend to us.
3. Detail your claims advocacy services, including whether these services are outsourced. Please indicate if there is an additional charge for these services.
4. Describe the loss prevention you provide to clients. Are these services provided in-house? Please indicate if there is an additional charge for these services.

5. Describe your technological capabilities.
6. Detail educational opportunities your firm provides to clients and any additional cost.
7. Provide a list of information needed from GPSD in order to ensure no lapse in coverage.

E. REFERENCES

1. Provide at least two references for municipalities or utilities with similar size, complexity, and characteristics of GPSD. Include contact person, phone number, and e-mail address.
2. Please provide an example of how your services have significantly benefited a client similar to GPSD.

F. FEES AND COMPENSATION

1. Describe how you would handle the pricing of our account and the estimated annual cost of your services. Include any commissions and fees that you would expect to receive from the existing programs, for services we have requested herein, as well as additional fees.

Proposal Evaluation and Broker Selection:

All proposals are due to Director of Administration, Michelle Mortland, via e-mail to mmortland@gpsd.org, no later than January 27, 2021 at 3:00 PM Central Time.

GPSD will evaluate the proposals and make a final selection thereafter. GPSD reserves the right to reject any and all response, modify any timeline, conduct interviews, and request additional information and clarification of any information submitted, including any omission from the original proposal.

Any amendments or supplements to this RFQ will be posted on the GPSD website, www.gpsd.org, and no notice of such posting shall be given.

Exhibit A
Current Insurance Coverage at GPSD

As of: December 14, 2020

Currently, GPSD utilizes one insurance broker for all of the following lines of coverage, which have various effective dates.

Liability Coverage

The District is currently within a three-year rate guarantee until March 2023.

Coverage and limits include:

- Commercial General Liability: \$1m/occurrence; \$3m/aggregate
- Commercial Employee Benefits Coverage: \$1m/occurrence; \$3m aggregate
- Public Officials Liability Coverage: \$1m/occurrence; \$1m aggregate
- Employment Practices Liability Coverage: \$1m/occurrence; \$1m aggregate
- Commercial Auto Coverage: \$1m
- Commercial Excess Coverage: \$10m/occurrence; \$10m aggregate
- Terrorism (TRIA) Coverage: federal program for certified acts of terrorism
- Umbrella: \$10m/occurrence; \$10m aggregate

Crime

The District is currently within a three-year rate guarantee until March 2022.

Coverage and limits include:

- Employee theft: \$1m
- Forgery or alteration: \$1m
- Inside the premises-theft of money and securities: \$1m
- Inside the premises-robbery or safe burglary of other property: \$1m
- Outside the premises: \$10k
- Computer and funds transfer fraud: \$1m
- Funds transfer fraud: \$1m
- Funds transfer-false pretense coverage: \$50k
- Money orders and counterfeit money: \$25k

Pollution Liability

This coverage, for both first and third party claims, is set to expire March 2021.

- Environmental premises liability: \$1m/occurrence; \$2m aggregate
- This includes coverage for both underground and above ground storage tanks, in addition to all chemicals stored onsite.

Property

This coverage is set to expire July 1, 2021 and covers a total insured value of \$124m.

Coverage includes:

- Property: \$150m/occurrence
 - Building
 - Contents
 - Business interruption: \$100m
 - Flood: \$10m/occurrence; \$10m/aggregate
 - Earthquake: \$75m/occurrence; \$75m aggregate
- Electronic data processing

- Mobile equipment
- Boiler and machinery: \$100m with various sub-limits
- Cyber liability: \$2m aggregate per insured
- Pollution liability: \$2m/occurrence; \$25m aggregate

Workers' Compensation

This policy is not set to expire until January 1, 2022.

Coverage is set at statutory limits.

Flood (NFIP)

These are individual policies, with those in Flood Zone A expiring December 20, 2021 and the building within Flood Zone C expiring January 17, 2022.

Coverage includes building (\$500,000 each) and contents (\$500,000 each):

- Flood Zone A:
 - Electrical Building
 - Intermediate Pump Station
 - Pump and Blower Building
 - Plant Operations Building
 - Administration/Laboratory Building
- Flood Zone C:
 - Centrifuge Building