

City of Albuquerque

Request for Proposals

Solicitation Number: RFP2008-006-SB

Addendum 1

Agent of Record



Proposal Due Date:

October 24, 2007: NLT 4:00 p.m. (local time)

The time and date proposals are due shall be strictly observed

City of Albuquerque Department of Finance & Administrative Services
Purchasing Division
October 12, 2007

The following questions were asked for the above mentioned solicitation.

1. Please clarify the correct due date of the RFP; the cover page states the deadline is October 23, 2007, and page 4 states October 24, 2007.
 - The proposals shall be due by October 24, 2007 at 4:00 p.m.
2. In order for us to get a better idea of the size of your insurance placements for point of comparison and compensation purposes, please provide the size of the insurance placements, i.e. premiums by line of coverage or total premium on all placements.
 - It would be too cumbersome and time consuming to provide premium amounts for every line of coverage (especially the events policies). What I can give you is the total amount of premiums under each program and the amount for a few of the primary coverages the City carries. For the Workers' Comp program the excess policy premium is \$483,290. For the Tort and Other Liability program which pays for all the other lines of coverage the total premiums paid for FY07 was \$1,706,906:
 - Primary coverage amounts included in the amount stated above are as follows
 - Property: \$731,824 (includes Boiler and Machinery, Data Processing and Equipment and Media Resources)
 - Airport Liability: \$190,434, Excess \$41,201
 - Aircraft Hull: \$75,690
 - Housing Property and Flood: Property \$75,690, Flood \$12,335
 - Bio Park Train and Track: \$31,554 combined
 - Albuquerque Museum: \$23,500
3. In order to provide an accurate compensation proposal to the City, we would like to know what services in addition to those associated with the insurance placements listed in Appendix B, are typically needed by the City from the Broker. For example, the number of contracts reviewed by the broker annually, the number of certificates issued annually, claims meetings and other meetings attended by the broker annually, etc.
 - There will be needs on an "as needed basis" for review of insurance requirements for proposed RFP's or contracts (about 6 per month), opinions or clarifications on insurance language (1 to 3 times a week), Onsite assistance for training on insurance issues for City employees (3 or 4 a year), and regular meetings to discuss proposed insurance renewal options for coverages.
4. Please clarify the type of compensation preferred by the City for the RFP; page 7 of the RFP states that a fixed price is required, while Appendix A, Cost Proposal Form asks for proposed commission by line of coverage.
 - List the type of coverage and the percent of premium per type of coverage.
5. Please disclose the current levels of compensation by the incumbent broker.
 - See Attachment A of this addendum.

6. Please clarify the 1.18.6 Graffiti Free request on page 7 of the RFP. Is the broker required to provide meeting space, whether that be in the broker's local office or a rented space that is graffiti free and is a statement as such required in the RFP response?

- This is standard language in all City RFPs. All facilities and equipment provided by the Contractor must be free of graffiti.

For questions about this addendum or the original solicitation please contact Suzanne Boehland at sboehland@cabq.gov.

Acknowledged & Returned of Addendum 1

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Attachment A

Addendum 1

RFP2008-006-SB

Agent of Record

COST PROPOSAL

RFP 2003-016-SV "Agent of Record"	COMMISSION (%)
Airport Liability	Six percent (6%)
Excess Auto Liability	Five percent (5%)
Jail Law Enforcement	Five percent (5%)
Bolter	Five percent (5%)
Excess WC	Five percent (5%)
Housing Authority Property	Five percent (5%)
Special Events	Five percent (5%)
Shooting Range	Six percent (6%)
Airport Art	Five percent (5%)
EDP Equipment	Six percent (6%)
Museum Collection	Six percent (6%)
General Property, Blanket Building & Contents, Extra Expenses, Business Interruption, Auto Physical Damage	Six percent (6%)
Landfill Lease Bond	Ten percent (10%)
Fidelity Bond	Ten percent (10%)
Treasurer's Bond	Ten percent (10%)
Zoo Van Auto Liability	Six percent (6%)

~~NOTE: We will make sure the City pays NO gross receipts tax as attached New Mexico Statute 59A-6-2 allows.~~