

LEGAL NOTICE
REQUEST FOR PROPOSALS
FOR MONROE COUNTY LIABILITY AND PROPERTY INSURANCE

Monroe County requests proposals for the insurance package including general liability, auto liability, law enforcement liability, public official's liability and property insurance beginning January 1, 2019 and ending December 31, 2019.

Proposals must address all contents of proposal. To receive a complete copy of the RFP, please contact the County Clerk's Office at 202 South K Street, RM 1, Sparta, WI 54656 or call 608-269-8705 to have an RFP mailed directly to your agency.

Proposals are due by September 7, 2018 at 4:00 p.m. at the Monroe County Clerk's Office. The mailing address is 202 South K Street, RM 1, Sparta, WI 54656. Proposals must be sealed and labeled "Monroe County Clerk Liability/Property Insurance Proposal". Proposals will be opened at 4:00 p.m., and will be available for public review. Contact the Monroe County Clerk's Office at 608-269-8705 if you have questions.

Publish Dates:

August 6; August 13; August 20; August 27; and September 3, 2018.

Shelley Bohl
County Clerk
Monroe County

PROPERTY INSURANCE
GENERAL CONDITIONS

1. The County reserves the right to reject any or all proposals or portions thereof and to accept any proposals or portions thereof that may be the most advantageous to the County.
2. If more than one company is used in preparing this proposal, each underwriting Company must be listed and the bid specification information requested must be Completed for each underwriting company.
3. Agents must submit their proposals in duplicate. Agents must also submit Specimen policies as part of their proposals.
4. This request should not be interpreted that there is dissatisfaction with the current Company, Employers Mutual Casualty Company.
5. Agents may submit additional information and data that they believe will be helpful to the County in evaluating their qualifications or those of their companies.
6. All proposals must be sealed. The envelope must be marked:

Insurance Proposal For:

County of Monroe
Attn: Shelley Bohl
202 South K Street
Room 1
Sparta, WI 54656

Due Date:
September 7, 2018
4:00 p.m.

Monroe County Insurance Specifications

CONTENTS OF PROPOSAL

1. **Letter of Introduction**
2. **Company Overview**
 - A. Firm
 - B. List of County Insured's
 - C. Ownership Rights or Insured's Participation
3. **Coverage**
 - A. Property
 - B. Auto
 - C. Equipment
4. **Service Capabilities**
 - A. Administrative
 - B. Claims
 - C. Litigation Management
 - D. Loss Control / Risk Management
 - E. Management Information Support
5. **Service Providers**
 - A. Administrative
 - B. Claims
6. **Program Costs**
 - A. Premium Worksheet

Monroe County Insurance Specifications

REQUEST FOR PROPOSAL

1. LETTER OF INTRODUCTION

2. COMPANY OVERVIEW

A. Participation Requirements and Financial Background

Provide Monroe County with a written overview of the formation of your insurer organization. Include copies of all formation documents, Articles of Incorporation, By-Laws and your most current financial information. Include same for the agency making the proposal.

Provide a list of the current directors of the Corporation and explain how Monroe County will participate on or interact with the Board.

B. List of County Insured's

Provide a current list of Wisconsin counties your agency and the companies you are proposing currently insures. Please identify by company and agency and what coverage's are provided to each public entity.

C. Ownership Rights and Active Participation in Monroe County's insurance Program.

Please explain in detail how Monroe County may actively participate in decisions concerning claims payments and settlements, underwriting decisions, loss control services and operational issues of the carrier.

3. Coverage

A. Property

Monroe County desires to purchase coverage with the following limits to conform with current coverage. The following limits must be available and quoted. If you recommend a different limit, it may be offered as an alternative.

Required quote:

Deductible \$ 2,500

Alternate limits quoted.

Deductible \$ _____

B. AUTO

Monroe County desires to purchase coverage with the following limits to conform with current coverage. The following limits must be available and quoted. If you recommend a different limit, it may be offered as an alternative.

Required quote:

Deductible \$ 1,000

Alternate limits quoted.

Deductible \$ _____

C. EQUIPMENT

Monroe County desires to purchase coverage with the following limits to conform with current coverage. The following limits must be available and quoted. If you recommend a different limit, it may be offered as an alternative.

Required quote:

Deductible \$ 1,000

Alternate limits quoted.

Deductible \$ _____

4. SERVICE CAPABILITIES

A. ADMINISTRATIVE SERVICES

Describe your customary level of policyholder administrative services.

Monroe County desires that the premiums be broken down by department?
Will you continue to provide this service?

B. CLAIMS SERVICE

Describe your service arrangement for providing the following services:

1. Claims Adjustment
2. Claims Management

Describe your company's claims philosophy and why you feel it is a benefit to Monroe County.

C. LITIGATION MANAGEMENT

Describe your philosophy with regards to litigation.

Describe your procedures for assignment of defense firms to handle litigation of claims.

Does the Insured have any participation in or voice in the selection of or appointment of defense counsel?

Is there a means for the Insured to participate in the disposition of claims?

Does Monroe County have the right of appeal to a committee of peers who have final authority for claims denials, adjustments or litigation they do not agree with? If not, who is the final authority on these decisions affecting Monroe County?

D. LOSS CONTROL

Describe on-site loss control and risk management support services that will be provided to Monroe County.

Provide Monroe County with a list of staff members participating in the Loss Control Program you will initiate for Monroe County along with their individual experience with, and references from, Wisconsin counties.

Is there any additional cost for providing such service? If so please list applicable cost and method at arriving at your quote. Please provide a breakdown of all unit costs and pricing variables.

E. MANAGEMENT INFORMATION SUPPORT

Describe how your claims and other reports will assist Monroe County in tracking claims and their financial impact on risk management direction and decisions.

5. SERVICE PROVIDERS

A. ADMINISTRATIVE

Who will provide Monroe County with daily administrative service and describe exactly what services are provided by your firm.

Please provide us with a roster of individuals involved in daily administration of the Monroe County program. Provide a biography of each individual involved in the administrative service section. List their experience of handling administration of programs for county insured's.

B. CLAIMS

Management

Who will provide claims management services?

6. PROGRAM COSTS

A. PREMIUM WORKSHEET

1. Required replacement quotation for like coverage and limits.
2. Optional alternative quote.