

Port of Oswego Authority
REQUEST FOR PROPOSAL INSURANCE SERVICES
RFP 0032015

The purpose of this Request for Proposal (RFP) is to contract with one insurance agent (**Agent/Vendor**) to obtain the insurance coverage outlined herein for the Port of Oswego Authority (POA). The period of the contact is for three (3) consecutive years beginning with the fiscal year August 2015. Additionally, the Agent/Vendor is to arrange for loss control services and other support as part of the insurance coverage.

Insurances Converges required will be Marine General Liability, Inland Marine, Umbrella, Workers' Compensation/Disability, Public Officials Liability, Tug Boat, and Business Auto.

A mandatory pre-proposal conference will be held by appointment at the Port Administration Offices at 1 East Second Street, Oswego, New York 13126.

Sealed proposals will be received until 3:00 P.M. Eastern Standard Time July 15, 2015.

The proposal should be mailed or delivered directly to: William W. Scriber, Manager of Administrative Services, 1 East Second Street, Oswego, New York 13126. The package shall be clearly marked Insurance Services RFP 0032015.

All expenses involved with the preparation and submission of proposals, and any work performed in connection therewith, shall be borne by the Proposer. No payment will be made for any responses received or for any other effort required of or made by the Proposer prior to award of a contract.

PORT OF OSWEGO AUTHORITY RIGHTS

The Port reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. The Port by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any formal proposal requirements, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to

obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

MWBE PARTICIPATION

The Port of Oswego Authority has a 30% goal for minority and women-owned business enterprise (MWBE) participation. Bidders are required to make a good faith effort to provide all persons an opportunity to participate in the work of this project regardless of race, color, religion, country of origin, or other such conditions. Certified MWBE's may be found at the Division of Minority and Women-Owned Business Development's directory online at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

GENERAL RIGHTS

The Port reserves the right to accept or reject any and all bids that is in the best interest of the Port.

FURTHER INFORMATION

All questions and inquiries will be addressed to, email preferred, to:

*William W. Scriber, Manager of Administrative Services
1 East Second Street, Oswego, New York 13126.
Phone (315) 343-4503
email wscriber@portoswego.com*

PURPOSE:

The purpose of this Request for Proposal (RFP) is to contract with one insurance agent (Agent/Vendor) to obtain the insurance coverage outlined herein. Additionally, the Agent/Vendor is to arrange for loss control services and other support as part of the insurance coverage.

BACKGROUND:

Port of Oswego Authority is an operating port on Lake Ontario, in the City of Oswego New York. The Port is the only deep draft port on the U.S. side of Lake

Ontario, and is the oldest freshwater deepwater port in the United States. Comprising two terminals of operation, the east side of the Oswego Harbor is home to the main dock, grain storage, rail connections and administrative operations. On the West, we maintain an operating pier and storage area for aluminum, salt and other cargoes.

CURRENT STAFF EMPLOYED OR UNDER CONTRACT IS THE FOLLOWING.

2-Scale clerks
2-Account Clerks
1-Senior Account Clerk
1-Maintenance supervisor
1-Mechanic
1-Executive Director
1- Manger of Administrative Services
1-Marina Supervisor
1- Seasonal Marina Clerk
1- ½ time maintenance worker

On call ILA longshoremen (workers) 5 to 12 (May exceed during project work) per day depending on work required.

LIST OF THE AUTOMOBILES OWNED OR LEASED.

2005 Ford Crown Vic
2005 Ford 250 SU
2008 Jeep Commander
2014 Jeep Grand Cherokee
2001 BMY/ Dump Truck
2002 Freightliner

INTERESTED PROPOSERS will be supplied with the statement of values schedule and loss runs for the port on request.

SPECIFIC REQUIREMENTS:

Proposals should be as thorough and detailed as possible so that the POA may properly evaluate the services.

A narrative statement as to the offerer's qualifications to perform the work listed shall be included.

In addition, if the offerer anticipates using a sub Agent/Vendor(s), the same information must be submitted concerning the proposed sub Agent/Vendor(s). This narrative must address the following:

Description of the background and experience of the offerer and any proposed sub Agent/Vendor(s). This should include the number of years performing this service. Current annual reports should be included. Names, addresses, telephone numbers and individual contacts of at least three current accounts of similar size and complexity handled by the offerer and sub Agent/Vendor(s) servicing office.

Resumes of staff personnel to be assigned to this contract. This should describe their anticipated roles in serving the account. Include an organizational chart showing internal relations as well as relations with any sub Agent/Vendors or insurers.

Proposed scope of work of the offerer's implementation and performance of the contract. Proposal should include:

- Proposed insurance coverage forms with justification for each.
- Claims handling procedures and guidelines, including claim-reporting thresholds.
- Proposed outline and schedule for any training.
- Proposed outline and schedule of loss control support and services to be provided.

Cost of insurance and related services for each coverage. All charges must incorporate routine office and administrative charges including, but not limited to postage, travel, photographic, office supplies, telephone charges, issuing certificates of insurance, report preparation and typing, etc.

EVALUATION AND AWARD CRITERIA:

Proposals will be evaluated using the following criteria:

- Qualifications of offerer and proposed sub Agent/Vendor(s).
- Experience in providing the desired insurance and related services.
- Personnel qualifications and experience of the offerer and sub Agent/Vendor(s)'s staffs.
- References.
- Proposed scope of coverage and work.
- Proposed insurance coverages.
- Proposed claims handling procedures and support
- Proposed loss control support.
- Proposed costs.
- Proposed insurance coverage costs.

Experience in Port Transportation Infrastructure and associated Insurance will be taken into account and weighted preferentially.

MANDATORY PROPOSAL CONFERENCE:

A mandatory pre-proposal conference will be held by appointment but no later than July 8, 2015 at the Port Administration Offices at 1 East Second Street, Oswego, New York 13126.

Interested proposers will be supplied with the Statement of Values Schedule and Loss Runs for the Port.

The purpose of this conference is to allow potential offerers an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerers having a clear understanding of the scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Proposals will only be accepted from those offerers who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

STATEMENT TO BE ATTACHED TO YOUR PROPOSAL

The following statement shall be added to your proposal signed and dated.

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In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods at the price indicated in the Quotation.

Name and Address of Firm:

_____ Date: _____

_____ By: _____

Signature in Ink

_____ Title: _____

_____ Zip Code _____ Telephone Number: (____) _____

FAX Number: (____) _____