

**CITY OF ALBANY
REQUEST FOR PROPOSALS (RFP)
INSURANCE AGENT OF RECORD**

Proposals Due by 2:00 p.m., Tuesday, February 16, 2010

Notice is hereby given that the City of Albany ("City") is requesting proposals for an Insurance Agent of Record for Risk Management and Insurance Brokerage Consulting Services.

The City desires to enter into a professional services agreement with a qualified firm that can demonstrate competency and experience in providing Risk Management and Insurance Brokerage Consulting Services and is a certified City County Insurance Services (CIS) Risk Management Advisor. The contract term is for approximately three years, commencing July 1, 2010, with an option to extend the contract up to an additional two, one-year terms, upon agreement by both parties.

The scope of work for the requested services includes the following:

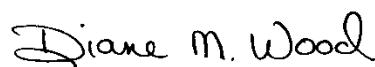
- Provide assistance with the annual renewal specifications for property, liability, workers' compensation, and crime coverage insurance;
- Provide a Premium Allocation report to allocate the City's insurance premiums;
- Assist City staff with risk management issues and the preparation of the annual Risk Management report;
- Present the annual Risk Management report to the City Council and attend City Council meetings upon City's request; and
- Assist City staff with the development of standard insurance language and hold harmless provisions for contracts and agreements.

The Request for Proposals can be downloaded from the City of Albany Web site at <http://www.cityofalbany.net/finance/bids>. It is imperative that those who download the solicitation documents check the Web site regularly for addenda, clarifications, and other notifications that may be pertinent. In addition, addenda will be mailed or delivered to all who are known by the City of Albany to have received a complete set of the Proposal Documents. Please call (541) 917-7522 to be added to the Interested Proposer's list.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter not later than 2:00 p.m., Tuesday, February 16, 2010, addressed to the City of Albany, Finance Department, Attn: Diane Wood, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify the project: "Insurance Agent of Record RFP." Facsimile proposals will not be accepted. Proposals received after the designated time and date will be returned unopened.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 15TH DAY OF JANUARY 2010.



Diane M. Wood
Purchasing Coordinator

Publish: Albany Democrat-Herald, on Friday, January 15, 2010
Daily Journal of Commerce, on Friday, January 15, 2010