

TOWN OF YORKTOWN
Request for Proposals
For Insurance Brokers
August 10, 2010

The Town of Yorktown is in the process of selecting fee based brokers for the placement of its property and casualty insurance for 2011.

This is an initial Request for Proposals for the purpose of selecting several brokers who will be asked to submit quotes from insurance carriers. Following the selection of the brokers, a second Request for Proposals will be issued in September, 2010 for the following types of insurance:

General Liability
Public Officials' Liability
Law Enforcement Liability
Commercial Automobile Liability
Commercial Automobile Physical Damage
Commercial Property
Commercial Inland Marine
Commercial Excess Liability
WPC Liability-Pollution
Owners & Contractors Liability
Crime Shield Policy
Overweight Bond NYS DOT
Copper Beech MS-Warning Lights
Sports Camp Accident and Sickness
NYS Motor Vehicle Enforcement Fee
WPC Flood Policy
WPC Boiler
Workers Comp (for several people in one incident)
Excess Workers Comp(for self insurance)
Commercial package liability for several small park districts

Under no circumstances should insurance carriers be approached until such time as the Town assigns markets to selected brokers. Doing so could be grounds for disqualifying a broker from further consideration.

Town Overview

The Town of Yorktown covers an area of 40 square miles and has a population of 37,000 residents. The town government consists of 23 different departments employing 245 full time employees and includes a municipal sewage treatment facility, a public water system, 58 member police force, a network of parks and recreation facilities, and a library.

In 2010, the premiums for the above listed policies totaled approximately \$525,000.

Minimum Broker Qualifications

1. Licensed in the State of New York
2. A minimum of seven years experience writing business for and servicing municipalities

Submission Requirements

1. A list of municipalities the firm has written business for within the last three years
2. A list of the carriers the firm wants to approach, in priority order, and whether the firm does business with them on a direct or wholesale basis
3. A list of the direct carriers the firm has done business with in the last three years arranged by volume of business
4. A description of the staff that will be available to service the Town of Yorktown
5. The number of years the firm has been dealing with municipal entities
6. The percentage of the firm's annual business volume that is municipal
7. The annual fee to be charged for servicing the above listed policies
8. A description of the services that will be provided as part of the fee, including but not limited to:
 - a. Reporting and analysis of loss runs
 - b. Risk retention analyses
 - c. Loss frequency and severity forecasts
 - d. Training services and other risk control measures
 - e. Employee safety committee

Submission Deadline

Two copies of your response must be submitted, in writing, no later than 5pm, August 27, 2010 to:

Susan Siegel, Supervisor
Town of Yorktown
363 Underhill Avenue
Yorktown Heights, NY 10598

Fax or email submissions will not be accepted. Proposals received later than the above stated date and time will not be opened,

No adjustments to any proposals will be permitted after the stated closing date for this RFP.

Questions

Questions relating to this RFP should be directed to
Joan Goldberg, Comptroller
(914) 962-5722, ext 203
joan@yorktownny.org

Rights of the Town

The Town reserves the right to determine, in its sole discretion, whether any aspect of the proposals satisfactorily meet the criteria established in the RFP, including the right to seek additional information and/or clarification from any of the parties submitting an RFP.

The Town reserves the right, in its absolute discretion, to accept proposals which are deemed to be most advantageous to itself and the right to reject any or all proposals in each case without giving any notice. In no event will the Town be responsible for the costs of the preparation or the submission of a proposal from any consultant.

The Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated.

Selection

The proposals will be reviewed by the Town Board in conjunction with appropriate Town staff and other outside sources as deemed appropriate. The selection of brokers will be based on an assessment of the RFPs submitted by responding brokers.

Timetable

The town expects to select several brokers within three weeks of the RFP deadline. No in-person interviews are expected, but the Town reserves the right to conduct telephone interviews or other contacts and make such inquiries as it determines are appropriate.