

Borough of Forest Hills

Request for Proposal: Insurance Brokerage Services

January 16, 2019

Introduction and Proposal Submission

The Borough of Forest Hills seeks proposals for insurance brokerage services for the borough's full package of insurance and insurance related policies, identified later in this document. The broker will be selected by borough council and will be expected to immediately become the broker of record for all insurance services and for policy renewals for 2019. Brokers submitting proposals are expected to be familiar with all borough operations and services and all facilities, buildings, parks, etc. as may be necessary. It is expected and necessary that any firms submitting proposals shall have a full and complete understanding of government operations and regulations and general knowledge of the unique characteristics and demands of the public sector as well as possess any necessary Pennsylvania certifications permitting coverage for government operations.

The borough maintains a safety committee that meets monthly and expects assistance from the successful firm with committee's monthly meetings, training materials, guidance, etc.

The borough's administrative staff is small. It relies on the insurance firm to provide full service, advice and any necessary assistance in maintaining coverages. We expect that all submitting proposals recognize this and will accommodate at no cost. If that is not the case, costs and related information must be detailed and obvious.

Formal proposals must be submitted to the borough **no later than 11 AM on Tuesday, Feb. 12, 2019** and must include all requested information and only minimal promotional material. Proposals should be structured so that all information is clear, brief and obvious to facilitate council review. Those interested in submitting proposals may contact the borough to review any necessary information at the convenience of the borough staff.

Proposals

Your proposal must cover all of the borough's current coverages and any recommendations you may have for additions, changes, etc. The only exception is workers compensation insurance which we recognize may have limitations (please explain, if so) and where we will accept separate bids from firms offering that coverage alone in addition to those offering full package coverage.

Your proposal must include 3 references with full contact information (address, phone, etc.), preferably from government or public sector clients.

- At this time, we do not anticipate that a representative from insurance firms offering proposals will be asked to meet with council or its finance committee. However, that is at the discretion of council. Such representative may be expected to meet with finance staff in advance of a council meeting at our discretion and convenience.
- Council reserves the right to reject any and all proposals or portions thereof and/or ask for a new or updated proposal.
- Proposals should be submitted in plain language that can be easily understood by people not normally associated with understanding or interpreting financial documents and should directly refer to the points raised here without extraneous information or documents.
- Use the bid form with this proposal to submit your costs and any related information to the borough.

Forest Hills

Forest Hills is a borough of approximately 1.2 square miles located in the eastern portion of Allegheny County with a population of 6,518 (source: 2010 US Census). The borough is located along I-376, approximately 8 miles from downtown Pittsburgh. US Route 30, also known as Ardmore Blvd., is a major thoroughfare running through the middle of town. It is bordered by Greensburg Pike on the North East and Brinton Road in part to the West.

Government services include administration, finance and tax collection, police, fire (all volunteer), public works, recreation and code enforcement/building inspection.

The borough operates from a municipal complex located at 4400 Greensburg Pike that houses administrative/police offices, meeting rooms, financial and code services and a neighboring community's library branch and has buildings at several locations that are used for recreation, public works and other borough activities. The municipal complex is a net zero energy building that features various green characteristics including use of solar for power and geothermal wells for HVAC.

Public works services include the usual duties expected of a similar department with numerous trucks and other equipment and operates from 3 garages located along Ardmore Blvd. The borough's volunteer fire department operates from a borough owned building near the main public works garage and includes a number of vehicles, including one major piece of equipment that is fully borough owned.

Recreation facilities include the Forest Hills/Westinghouse Recreation Lodge (Barclay Ave) with accompanying ballfields, parking and green space, a main park with adjoining swimming pool, lodge, tennis courts and green space located along Ardmore Blvd. at Braddock Road and 5 neighborhood parks/parklets. Some or all parks may have various types of recreation/playground equipment and facilities. The borough provides a number of recreation & educational programs using private instructors/facilitators at these locations and hosts special events throughout the year (Community Day, Hayride, Arbor Day, and others that may be scheduled).

Forest Hills Community Service is an independent group that operates a Flivver bus with service for senior citizens. The bus is not owned by the borough but the borough permits the group to house the bus in an adjoining public works garage. The service relies on the borough to allow it to piggyback insurance services on our policies.

The borough owns the former senior citizen center which is currently unused and may be for sale. The borough also owns a parking facility along US 30/Ardmore Blvd. that is leased by the Port Authority of Allegheny County as a park & ride lot.

US 30/Ardmore Blvd includes a wide median strip that is maintained by the borough and by volunteers and includes, among other features, 2 large archways that delineate the borough's business district.

Bidders interested in further information on the borough's characteristics shall consult the data compiled by the US Census Bureau which can be found online.

Current Insurance Packages

Include:

Workers Compensation
Property
General Liability
Police Professional
Crime
Inland Marine
Public Officials/Management Liability
Cyber Liability/Privacy Crisis Management
Automobile
Excess Liability

Bonds:

- Tax Collector
- ERISA
- Fiduciary Liability
- Delinquent Tax Collector Bond
- Lien Tax Collector Bond
- Treasurer
- Assistant Borough Treasurer
- Administrative Assistant

Volunteer Fire Department including:

Property
General Liability
Portable Equipment
Management Liability
Cyber Liability/Privacy Crisis Management
Automobile
Excess Liability
Commercial Crime Bond

**BOROUGH OF FOREST HILLS
INSURANCE TABULATION FORM
2019**

| <u>COVERAGE</u> | <u>PREMIUM</u> |
|---|----------------|
| Property | \$ _____ |
| General Liability | \$ _____ |
| Police Professional | \$ _____ |
| Crime | \$ _____ |
| Inland Marine | \$ _____ |
| Public Officials/Management Liability | \$ _____ |
| Cyber Liability/Privacy Crisis Management | \$ _____ |
| Automobile | \$ _____ |
| Excess Liability | \$ _____ |
| Bonds | \$ _____ |
| Volunteer Fire Department Coverages | \$ _____ |
| Workers Compensation | \$ _____ |

Attach relevant documents to this sheet. Include any other recommendations or costs here:

Submitted by:

Company: _____

Address: _____

Telephone No. _____

Representative's Name (Please print): _____

Representative's Signature: _____