



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Insurance Agent of Record

Proposals Due by 2:00 p.m. (Pacific Time), Wednesday, April 24, 2024

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 providing risk management and insurance brokerage consultation and is a certified CityCounty Insurance Services (CIS) Risk Management Advisor. The contract is for a five-year term, commencing July 1, 2024, with an option to extend the contract two additional, one-year terms.

The scope of work 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 distribute the City's insurance premiums to respective departments.
- Assist City staff with risk management issues and 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.
- Assist City staff with review of insurance certificates and contract risk exposure.
- Assist City staff with the development of standard insurance language and hold harmless provisions for contracts and agreements.

Solicitation documents may be downloaded from the City of Albany website at <https://albanyoregon.gov/bids>, or examined at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, Monday through Friday, 8:00 a.m. to 5:00 p.m. There is a \$35 charge to receive a printed copy of the documents.

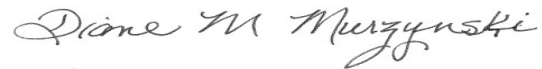
It is imperative that those who download the solicitation documents check the website regularly for addenda, clarifications, and other notifications that may be pertinent. Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions regarding the solicitation, contact Diane Murzynski, CPPO, Contracts and Procurement Officer, at diane.murzynski@albanyoregon.gov, and contracts@albanyoregon.gov.

Time is of the essence to acquire a qualified firm to provide the required services within the timeline required by the City. Proposal responses shall be submitted electronically to Diane Murzynski, in the Finance Department, at procurement@albanyoregon.gov, and must be received not later than 2:00 p.m., (Pacific Time), Wednesday, April 24, 2024, or any extension of the time made by addendum. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name

"Insurance Agent of Record". Proposals received after the closing date and time will not be opened or reviewed. There will be no formal opening. Proposals shall be valid for 120 days after opening unless otherwise specified.

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 27TH DAY OF MARCH 2024.

A handwritten signature in cursive script that reads "Diane M Murzynski".

Diane M. Murzynski, NIGP-CPP, CPPO, CPPB
Contracts and Procurement Officer

PUBLISH: Daily Journal of Commerce, on Wednesday, March 27, 2024
City of Albany Website, on Wednesday, March 27, 2024