



**CITY OF ALBANY, OREGON**  
**FINANCE DEPARTMENT**  
**RFP #240312, Insurance Agent of Record**  
**Request for Proposals, Addendum 1**

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**April 18, 2024**

**The purpose of this addendum is to modify the RFP documents only to the extent indicated herein and within the Revised RFP and Revised Exhibits, if applicable.** Changes to the RFP document are indicated in red. All other areas not changed or otherwise modified by other addenda, shall remain in full force and effect. This addendum is hereby made an integral part of the original Project Documents.

- 1. Please provide the insurance declarations pages for all coverages purchased by the City that are a part of this RFP.**

*Answer: The Insurance Coverage Declarations are provided as Appendix A and the 2023 Summary of Coverages has been provided as Appendix B, noted on Page 54 of the RFP. In addition, Section 3.4.V. (viii) Other General Services, has been modified and updated with the most current insurance policies and coverages. See revised list on page 18.*

- 2. The Cost Proposal, Exhibit A, (Page 29) has been revised to include a grid with all coverages and requires either a flat fee or a percentage-based fee to be applied for each coverage noted in the Exhibit, as well as for additional services if requested.**

- 3. Section I (vi) (Page 17) please clarify the type of audit the City is referring.**

*Answer: This audit could be for financial, risk management, or safety related findings*

- 4. Who is the City's current broker and how long has that broker relationship been in place?**

*Answer: The City has been with Hub International for approximately two years. Prior to that, the City held a contract with Barker-Uerlings Insurance, Inc.*

- 5. How has your current broker been compensated and what is the annual amount?**

*Answer: Flat fee of \$40,000 a year.*

- 6. What, if any, loss control services are currently being provided by your broker?**

*Answer: Our broker offers advice and recommendations, acts as a liaison with CIS, and attends quarterly Safety Committee meetings providing quarterly updates on our loss ratios, claims, and reserves.*

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## 7. Additional revisions include:

- Page 2 - All proposals received electronically must be submitted in non-editable PDF format (no links) and must use City-provided forms, if applicable, without unauthorized alterations.
- Page 17 - Respond to audit findings (financial, risk management, or safety related), if any, offering recommendations for either compliance or alternatives.
- Page 24 Section 4.6.8 Cost Proposal  
Submit a complete estimated annual Cost Proposal using Exhibit A as a separate PDF as fees or percentage-based fees. Include itemization if needed. If additional services are required, include a fee or percentage. Describe and/or itemize fees if applicable.
- Page 27 – Evaluation Criteria Score  
The total possible points will be 130 Points.