



51-2022 ADDENDUM 3

INSURANCE AND RELATED RISK MANAGEMENT SERVICES

URGENT

PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE BID/PROPOSAL

ISSUED: August 4, 2022
BY: D. Westra-Hanaback/for Cindy Bauer
TELEPHONE NO. 204-986-5252

THIS ADDENDUM SHALL BE INCORPORATED INTO THE BID/PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS

Template Version: Add 2021-03-05

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Bid/Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 10 of Form A: Bid/Proposal may render your Bid/Proposal non-responsive.

PART B – BIDDING PROCEDURES

- Revise B2.1 to read: The Submission Deadline is 12:00 noon Winnipeg time, **August 31, 2022.**
 - Revise B5.1 to read: **Proponents** shall not contact or solicit the insurance markets or reinsurers on behalf of the City prior to the award of the Contract. **Proponents** are advised that doing so may result in their Proposal submission being rejected.
 - Delete B8.1(c) in its entirety.
 - Delete B8.1.1 in its entirety.
 - Add B8.2 to read: The Proposal should also consist of the following components:
 - (a) Form N: Insurance Broker/Advisor and Related Services.
 - Add B8.2.1 to read: Notwithstanding B8.2 the Proponent should provide a written response to each question on Form N: Insurance Broker/Advisor and Related Services (herein called Form N).
 - Revise B10.3 to read: Proponents are required to propose annual Fee(s) for Service(s) based on Form N – Section C. However, as per Sections B10.3.1 and B10.3.2, we request that all additional fees and/or commissions must be disclosed when requested.
 - Delete B10.5 in its entirety.
 - Delete B10.6 in its entirety.
 - Delete B20.5.1 in its entirety.
- Note that clause numbering will change as a result of these changes.

PART D – SUPPLEMENTAL CONDITIONS

- Add D3.3.1 to read: In the event that Council does not approve the annual budget for any year during this Contract, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon one hundred and twenty (120) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made against the City for damages of

any kind resulting from the termination, including, but not limited to, on the ground of loss of anticipated profit on Work.

Revise D3.1 (second instance that follows D3.3) to be renamed to be D3.4. It should now read:

D3.4 Notwithstanding D3.1, in the event that operational changes result in substantial changes to the requirements for Work, the City reserves the right to alter the type or quantity of work performed under this Contract, or to terminate the Contract, upon thirty (30) Calendar Days written notice by the Contract Administrator. In such an event, no claim may be made for damages on the ground of loss of anticipated profit on Work.

Revise D11.3 to read: **The Contractor shall not commence the Work on the Site before January 1, 2023.**

Revise D14.2 to read: The Contractor shall provide a **toll-free** telephone number at which telephone conference calls may be placed, as well as having access to Microsoft Teams.

QUESTIONS AND ANSWERS

Q1: Can the City provide information on existing policies regarding the insurers of the various policies?

A1: The City will provide policies to the successful proponent in January, 2023 and will respond promptly to any additional requests for information after that.

Q2: Can the City provide information on existing policies regarding Property/Liability Loss Runs?

A2: The City will provide loss runs to the successful proponent in January, 2023 and will respond promptly to any additional requests for information after that.

Q3: Can the City provide information on the approximate number of existing certificates provided annually?

A3 Broker generated is less than 200; Insurer generated is less than 400.

Q4: For existing policies, are there any pain points in the existing program where there are insurer driven concerns that require immediate attention?

A4: The City will not be responding to this question at this time.

Q5: Are there current Owner Controlled Insurance Programs currently in place that should be accounted?

A5: No – see Appendix A – Course of Construction Policies and Wrap Up Policies are placed as needed – on an individual basis.

Q6: What is the annual AutoPac premium spend?

A6: The City will respond promptly to any requests for information from the successful proponent after January 1, 2023.

Q7: What are the approximate number of (Automobile) transactions annually?

A7: Refer to D2 – Background Information of the RFP document. The City will respond promptly to any requests for information from the successful proponent after January 1, 2023.

Q8: Could you provide us some insight on the current fleet safety program?

A2: Please refer to Form N – Part C – (9).

Q9: Are there specific aspects of the program identified where improvement is desired?

A9: Please refer to Form N – Part C – (9).

Q10: Regarding the Insurance Reserve fund, is the methodology for reserve fund following and accounting or actuarial methodology

A10: Please refer to Form N – Part D – (4)(a).

Q11: Has the City begun to develop TCoR Metric?

A11: Please refer to Form N – Part D – (4)(e) -The City will respond promptly to any requests for information from the successful proponents after January 1, 2023

Q12: Regarding the \$600M property limit, how recently has property MFL or PML study been completed?

A12: Please refer to Form N – Part D – (4)(g) - The City will respond promptly to any requests from the successful proponent for information after January 1, 2023.

Q13: Could you provide insight on the current site inspection program?

A13: Please refer to Form N – Part D – (4)(c) - The City will respond promptly to any requests for information from the successful proponent after January 1, 2023.

Q14: Has the City engaged any solutions (either risk transfer or consulting) to prepare for climate change?

A14: The City will respond promptly to any requests for information from the successful proponent after January 1, 2023.

Q15: Has the City engaged in the process of seeking to purchase coverage for Cyber Events or alternatively completed a Retention Analysis Study in the past 12 months?

A15: The City will respond promptly to any requests for information from the successful proponent after January 1, 2023.

Q16: Is it appropriate to note the proposed services included in a quoted fee to supplement Form B within the report responding to Form N?

A16: Please refer to B-20 – Evaluation of Proposals of RFP 51-2022 and B20.5.

Additional Clarification

Proponents should propose fees for any other related services not specifically listed in Form N, Section C, which may be beneficial and desirable to The City.