REQUEST FOR PROPOSAL

FOR AN

Insurance "Agent of Record" To Handle

Property & General Liability Insurance

THIS REQUEST FOR PROPOSAL IS BEING OFFERED BY

Tuscarawas County University Branch District
Kent State University Tuscarawas Campus

PROPOSAL DUE DATE:  May 27, 2021
PROPOSAL TIME:  1:00 p.m.  (EDST)
COVERAGE EFFECTIVE:  September 1, 2021
The Tuscarawas County University Branch District Trustees will accept proposals for property and general liability insurance until 1:00 p.m. (EDST), May 27, 2021. Interested agent/broker should submit five (5) copies to the following address:

Frank Rose, Chairman
Tuscarawas County University Branch District
Kent State University Tuscarawas Campus
330 University Drive NE
New Philadelphia, OH  44663
Phone:  330-308-7423

The Tuscarawas County University Branch District (hereafter the “Branch District”), reserves the right to reject any and all proposals, to waive any irregularities in the proposals, or to accept that proposal which in the judgement of the Branch District is in the best interest of the Board. The Branch District may conduct discussions with offerors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the request for proposals. The Branch District will not consider partial or multiple awards.

The bids shall be based on the information contained in this document and quotations on the forms furnished.  NO OTHER FORM WILL BE ACCEPTED.  It is anticipated that some insurance carriers will need additional information than that provided in the attached specifications.  It is the responsibility of each agent to secure any supplemental information by contacting:

Carla Barker, Special Assistant, Dean’s Office
Kent State University Tuscarawas
330 University Drive NE
New Philadelphia, OH  44663
330-308-7423

Agents/brokers should not base their proposals upon any verbal information received from other employees or agents of the Branch District or University.

GENERAL INFORMATION

The Branch District wishes to continue its current "Agent of Record" program with a qualified insurance agent/broker. The selected agent/broker will be the only approved agent/broker permitted to represent the Branch District and University to the insurance markets in the designated areas. The Branch District will expect that the selected agent/broker provide their insurance expertise, in a consulting mode, to the Branch District and University with no additional charges being levied for the service. The Branch District agrees to allow the selected agent/broker to represent the Branch District and Kent State University Tuscarawas for various insurance policies and programs as described herein.
Although the successful vendor will be selected based on criteria contained herein, all bidders should be aware that the Branch District makes those reservations specifically contained in this General Information Section. The Branch District reserves the right to represent itself directly to selected markets when it determines it is in its best interest.

The Branch District reserves the right to reject any proposal in which the offeror takes exception to the terms and conditions of the request for proposals; fails to meet the terms and conditions of the request for proposals, including but not limited to, the standards, specifications, and requirements specified in the request for proposals; or submits prices that the Branch District considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Branch District.

CONFIDENTIALITY

This Request for Proposals (RFP) is considered confidential information. This request should not be shared, in any way, with any party who is not directly involved in the underwriting, sales or service process. If it is determined that a breach of confidentiality has occurred, the bidder responsible will be automatically eliminated from the bidding process.

PROGRAM AWARD CRITERIA

The Branch District shall use the following ranked criteria in its assessment of each proposal received for Property and General Liability Insurance. In addition, the procedure for evaluation of these proposals is also described.

1. The Agent/Broker must have the ability to offer competitive pricing and guarantees. Although cost is a major consideration in evaluating proposals, it is certainly not the only consideration.

2. The Agent/Broker must be able to provide the amount and breadth of coverage requested and provide the ability to bond.

3. The Agent/Broker must be able to process all claims for the Branch District on the policies issued, to include accurate, responsive claim service, and a professional customer service unit to address the client’s questions, comments and concerns.

4. The Agent/Broker must be able to advise the Branch District on current and future practices that can reduce exposure, contain costs or enhance coverage.

5. The Agent/Broker must be able to act for an institution whose primary purpose is advancing education, such as school districts, colleges and universities.
**EVALUATION PROCESS**

The Branch District shall use the following process for determining the successful awardee:

1. Sealed bids shall be opened by the Office of the Dean (Office) on June 1, 2021 at 9:00 a.m.

2. The Office will perform an initial assessment to determine the number of proposals submitted and to ensure that all proposals meet the specified criteria. Those that do not shall be disqualified and the reasons for disqualification shall be communicated in writing to the Branch District.

3. The Office will then perform an evaluation of the qualified proposals, based upon the ranked criteria. The evaluation will be communicated in writing to the Branch District.

4. The Branch District Board of Trustees will review these qualifying evaluations at its regular June 15, 2021 meeting and shall vote to award on behalf of the Branch District.

The Branch District will charge the selected agent/broker with the responsibility of developing, placing and servicing the Branch District insurance programs, as described in this Request for Proposal.

The successful agent/broker will assume the responsibility for procuring insurance for the Branch District, as present policies expire, beginning on September 1, 2021.

The selected agent/broker will not be allowed to assign his/her rights to any agreement entered into as a result of the Request For Proposal, without the expressed written consent of the Branch District.

It is expected that the successful bidder will agree to the following provision:

**The vendor selected shall abide by all federal laws with respect to equal opportunity and nondiscrimination.**

There shall be no discrimination against any person on account of age, race, color, religion, sex, national origin, veteran status, or disability status. It is expected that vendors will in good faith maintain a diverse employee list and will refer persons to the Branch District on a nondiscriminatory basis. Selected vendors are expected to have policies on equal employment opportunity and nondiscrimination and shall include a copy of said policies along with their proposals. In addition, vendors shall comply with posting of notice requirements of state and federal law including posting notices of equal opportunity in conspicuous places on the vendors' sites in view of all potential applicants or prospective employees.
The Branch District reserves the right to accept or reject any alternate proposal submitted and to accept the proposal determined to be in the best interest of the Branch District.

Agent/Broker________________________________________

Signature____________________________________________

Title________________________________________________

Date_______________________________________________
### SCHEDULE OF LOCATIONS:

| Building 1 | Educational Building | $32,303,260 Building |
| Building 1 | 330 University Drive NE | $5,710,071 Business Personal Property |
| Building 1 | New Philadelphia, OH 44663 |

**COPE INFORMATION**
- **Construction**: Modified Fire Resistive
- **Fire Suppression System**: Alarm
- **Total Square Footage**: 131,171
- **Number of Stories**: 2
- **Basement**: Partial
- **Bleachers, Fencing & 4 Smokers Pavilions**: $858,726 Property In Open

| Building 2 | Garage & Maintenance Facility | $330,137 Building |
| Building 2 | | $194,604 Business Personal Property |

**COPE INFORMATION**
- **Year Built**: 1972
- **Construction**: Masonry-Non Combustible
- **Total Square Footage**: 1300
- **Number of Stories**: 1
- **Basement**: None

| Building 3 | Metal Storage Building | $6,270 Building |
| Building 3 | | $2,260 Business Personal Property |

**COPE INFORMATION**
- **Construction**: Non-Combustible

| Building 4 | Science & Advanced Technology Center | $14,379,834 Building |
| Building 4 | | $2,722,139 Business Personal Property |

**COPE INFORMATION**
- **Year Built**: 2002
- **Construction**: Modified Fire Resistant
- **Fire Suppression System**: Alarm, Sprinklers
- **Total Square Footage**: 50,000
- **Number of Stories**: 2
- **Basement**: No
Building 5  Performing Arts Center (PAC)  $22,979,005 Building
  $ 2,562,601 Business Personal Property
  $ 1,200,000 Business Income ¼ Monthly Lmt

COPE INFORMATION
Year Built  2010
Construction  2B, unprotected
Fire Suppression System  Automatic Sprinkler System per OBC
Total Square Footage  51,905
Number of Stories  3
Basement  No

Building 6  Metal Sided Frame Pole Building  $ 110,147 Building
(Built 2016)

SPECIFIC INSURANCE:  In 2019, The Insured constructed a new entrance into the campus via East High Avenue, and constructed a Masonry Automobile Bridge across the Beaver Dam Creek. The policy shall be amended to include this structure as an insured item in the amount of $1,264,677 outside of the Blanket limit of insurance.

Location #2
Building 1  Tolloty Technology Incubator  $ 6,387,268 Building
  1776 Tech Park Drive NE
  $ 192,522 Business Personal Property
  $ 120,000 Business Income – Rental Value
  1/6 Monthly Limit

COPE INFORMATION
Year Built  2014
Construction  Fire Resistive
Fire Suppression System  Automatic Sprinkler System per OBC
Total Square Footage  26,095
Number of Floors  2
Basement  No

Location #3  KSU – Trumbull Campus  $ 209,421 Business Personal Property
  4314 Mahoning Ave NW
  Warren, Ohio 44483
  Non-Combustible Bldg.

Commercial Computer Coverage:
Blanket All Locations:  $ 2,391,343  Hardware
Deductible: $500 Per Occurrence

Commercial Inland Marine:
Deductible: $500 Per Occurrence  $ 409,064  Audio Visual Equipment
SPECIFICATIONS:

1) Named Insured
   Tuscarawas County University Branch District
   330 University Drive NE
   New Philadelphia, OH 44663

2) Property

   Coverage:
   - Blanket Real & Personal Property $88,948,265**
   - Business Income – BLD #5 (PAC) $1,200,000 (1/4 Monthly Lmt)
   - Business Income – Rental Value LOC#2-1 $120,000 (1/6 Monthly Lmt)
   - Earthquake – All Locations $1,000,000 Sub-Limit
   - Earthquake Deductible 5%
   - SPECIFIC INSURANCE – BRIDGE $1,264,677
   Equipment Breakdown – All Buildings
   Broad Form Property Endorsement to be Included

   Terms and Conditions:
   - Perils Insured Against: Special Causes of Loss or Broadest Form Available
   - Co-Insurance: 100% w/ Agreed Value
   - Deductible: $1,000 per occurrence
   - Valuation: Replacement cost
   - ** Agreed Value

3) General Liability

   Limits of Insurance
   - Each Occurrence Limit $1,000,000
   - Personal and Advertising Limit $1,000,000
   - Medical Payments - Excluded
   - General Aggregate Limit $2,000,000
   - Products/Completed Operations Aggregate Limit $2,000,000
   - Ohio Stop-Gap Liability (Basic) $1,000,000 Each Accident
     $2,000,000 Aggregate

   Rating Information:
   - 67508 – Schools-Colleges, Universities, Junior Colleges or College
     Preparatory- Other than Not for Profit A) 194,044
   - 49184 – Theaters – Other than not for Profit M+) $1,200,000
   - 61217 – Buildings or Premises – Bank or Office-Mercantile or Manufacturing –Maintained
     by the Insured (Lessor’s Risk Only) – Other than Not for Profit A) 26,095
   - 45539 – Land – Occupied by Persons Other than the Insured for Business Purposes
     (Lessor’s Risk Only) T+) 52 Acres
   - 44193 – Grandstands or Bleachers-in buildings-Other than not for profit E) 2
Terms and Conditions
School Amendatory Endorsement – See Attached
Broad Form Named Insured including volunteers, club members, etc.

4) COMMERCIAL COMPUTER COVERAGE:
   $2,391,343 Hardware
   $  67,000 Software

5) COMMERCIAL INLAND MARINE:
   $  409,064 Audio Visual Equipment

6) COMMERCIAL UMBRELLA LIABILITY:
   $5,000,000 Each Occurrence
   $5,000,000 Aggregate
   -0-   Self-Insured Retention

7) Renewal and Termination Notice

   The selected carrier will be required to provide the Tuscarawas County University Branch
   District with a ninety (90) day advance notification of renewal.

   The contract may be terminated by the Tuscarawas County University Branch District by
   giving notice of such intent not less than thirty (30) days prior to the intended termination
   date.  However, the Tuscarawas County University Branch District must be given ninety
   (90) days notice by the carrier of intent to terminate any contract entered into.

8) TRIA – TERRORISM RISK INSURANCE ACT

   The Tuscarawas County University Branch District Board of Trustees wish to include
   TRIA coverage in their insurance program.
### PROPOSAL FORM

<table>
<thead>
<tr>
<th>Insurance Type</th>
<th>Premium</th>
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<tbody>
<tr>
<td>General Liability</td>
<td>$_________</td>
</tr>
<tr>
<td>Umbrella Liability</td>
<td>$_________</td>
</tr>
<tr>
<td>Blanket Property Insurance Including Equipment Breakdown and Business Income</td>
<td>$_________</td>
</tr>
<tr>
<td>Specific Insurance – Bridge</td>
<td>$_________</td>
</tr>
<tr>
<td>Commercial Computer Coverage</td>
<td>$_________</td>
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<tr>
<td>Commercial Inland Marine</td>
<td>$_________</td>
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<tr>
<td>TRIA – Terrorism Risk Ins Act</td>
<td>$_________</td>
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</tbody>
</table>

**TOTAL ANNUAL PREMIUM** $_________

Insurance Company Submitting Proposal: ____________________________

_________________________________________________________________

_________________________________________________________________

_________________________ AM Best Rating

Agency Submitting Proposal: ____________________________

_________________________________________________________________

_________________________________________________________________

_________________________AGENT
ADDITIONAL INFORMATION

Each Agent/Broker is invited to provide any additional information relative to the evaluation criteria in the space below.

Agent/Broker ________________________________

Signature ________________________________

Title ________________________________

Date ________________________________