

REQUEST FOR PROPOSAL
AIRCRAFT & AERONAUTICS INSURANCE COVERAGE

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The purpose of this RFP is to select a qualified firm to provide aircraft and aeronautics insurance coverage to Utah County Government. The Utah County Sheriff's Office owns two aircraft that are used for various law enforcement activities. It is anticipated that this RFP will result in selection of single provider.

This RFP is designed to provide interested offerors with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offerors are at liberty and are encouraged to expand upon the specifications to evidence service capability.

BACKGROUND

Utah County is seeking proposals for liability and hull coverage on aircraft owned by Utah County/Utah County Sheriff's Office.

DESCRIPTION OF DESIRED INSURANCE COVERAGE

I. Named Insured: Utah County and all its institutions, departments, agencies, authorities and instrumentalities, including the Utah County Sheriff's Department.

2. Additional Insureds: Liability Coverages

- A. Any member of the governing body of the named insured.
- B. Any member of boards or commissions of the named insured.
- C. Any elected or appointed official of the named insured.
- D. Any employee or authorized volunteer of the named insured.

But only while acting within the scope of their duties as such.

3. Effective Date and Term: All coverages to be effective July 5, 2010, for an initial period of one year. This request is for the initial period with up to four one year renewals possible.

4. Desired Provisions: Aircraft Liability and Hull

- A. \$2,200,000 per occurrence, \$625,000 per person, \$250,000 property damage.
- B. F.A.A. regulation not basis for exclusion.
- C. Combined single limit, including passengers (single limit bodily injury) each person \$625,000.
- D. Hull coverage - all risk basis, including flight and motion.
- E. Damage to non-owned aircraft \$250,000.
- F. Emergency landing expense \$150,000.

- G. Search and rescue \$150,000.
- H. Aircraft Use - All purposes but those involving profit making charge, specifically allowing charges by one of the named insured's departments to another department or agency.
- I. Pilots - All pilots approved by the named insured's chief pilot.
- J. Coverage for incidental, non-flight, movement of aircraft.
- K. Other provisions which will make coverage meet or exceed coverage provided by the current policy.
- L. In general, proposals must provide requested limits, coverages and provisions to be considered, but Utah County reserves the right to consider proposals that have variations relative to minor coverages or other conditions at the County's discretion. County may add or delete offered coverage at County's discretion.

5 Actual Copy of Policy:

Each proposal shall be accompanied by an actual copy of the policy upon which the offer is based. It is important that the copy of the policy contain all the forms, including all exclusions, endorsements and conditions which will be applied if the offer is accepted.

PROPOSAL REQUIREMENTS AND COMPANY QUALIFICATIONS

Every insurer submitting an offer shall:

- A. Be approved, but not necessarily admitted, to write this type of business in Utah.
- B. Be rated at least A-IX in the latest edition of Best's Rating Guide.
- C. Understand that cost is not the only criteria for selection, and that other factors will be considered in determining the best insurance for the state.

PROPOSAL RESPONSE FORMAT

All proposals must be organized and tabbed with labels for the following headings:

1. **RFP Form.** The County's Request for Proposal form completed and signed.
2. **Executive Summary.** The one or two page executive summary is to briefly describe the offeror's proposal. This summary should highlight the major features of the proposal. It must indicate any requirements that cannot be met by the offeror. The reader should be able to determine the essence of the proposal by reading the executive summary. Proprietary information requests should be identified in this section.
3. **Detailed Response.** This section should constitute the major portion of the proposal and must contain at least the following information:
 - A. A complete narrative of the offeror's assessment of the coverage to be provided, the offeror's ability and approach, and the resources necessary to fulfill the requirements. This should demonstrate the offeror's understanding of the desired overall performance expectations. Clearly indicate any options or alternatives proposed.

B. A specific point-by-point response, in the order listed, to each requirement in the RFP.

4. **Cost Proposal.** Cost will be evaluated independently from the technical proposal.

Pricing Options:

Option 1. Provide pricing on the current pilots: William Bennett and David Sheen.

Option 2. Provide pricing on current pilots (William Bennett and David Sheen) and Jay Lessley. If Jay Lessley does not meet minimum qualifications by the insurer, we request written response as to what minimum qualifications will satisfy the insurer.

5. **Vendor Certification Form**

6. **Signature Sheet**

PROPOSAL EVALUATION CRITERIA

A committee will independently evaluate proposals against the following weighted criteria. Each area of the evaluation criteria must be addressed in detail in the proposal.

<u>WEIGHT</u>	<u>EVALUATION CRITERIA</u>
60 %	Price
30 %	Extent to which coverages and services to be provided meet or exceed coverage and terms of this RFP.
10 %	Experience and expertise in relation to coverages which are the subject of this proposal, service reputation, service facilities in-state.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of Utah County. However, Utah County may select a provider based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

QUESTIONS

Questions may be submitted through BIDSYNC and answers will be given via the BIDSYNC site or questions may be directed to:

Dave Bennett
801-851-4132
daveb.ucso@state.ut.us

TERM OF POLICY

The policy resulting from this RFP will be for a period of one year. The policy may be extended beyond the original policy period for up to four (4) additional years at the County's discretion and by mutual agreement.

PRICE GUARANTEE PERIOD

All pricing must be guaranteed for the first term of the policy. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 60 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the policy will not be effective unless approved in writing by Utah County Commissioners. Utah County will be given the immediate benefit of any decrease in the market, or allowable discount.

PILOT INFORMATION PROPRIETARY

If a bidder requires specific information regarding the pilots to be covered under this policy, it will be released upon request and after the bidder certifies that the information will be kept confidential and will be destroyed upon the conclusion of the RFP process.

PROPRIETARY INFORMATION

The Contractor shall mark proprietary information contained in the bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bids. Pricing and service elements of the successful bid will not be considered proprietary.

GENERAL

- A. Utah County will select an insurer in reliance upon the information contained in the proposal submitted in response to the RFP. Utah County will be legally bound only upon issuance of the policy meeting or exceeding the terms of this RFP and payment of the premium.
- B. It is vitally important that any person who signs a bid or document on behalf of a respondent certifies that he or she has the authority to so act. The bidder who has its bid

accepted may be required to answer further questions and provide further clarification of its bid and responses.

- C. Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Utah County shall have no liability to any person or entity under or in connection with this RFP, unless and until issuance of the policy meeting or exceeding the terms of this RFP and payment of the premium.
- D. By responding to this RFP each responding party acknowledges that neither Utah County nor any of its representatives is making or has made any representation or warranty, either express or implied, as to the accuracy or completeness of any portion of the information contained in this RFP. The responding party further agrees that neither Utah County nor any of its representatives shall have any liability to the responding party or any of its representatives as a result of this RFP process or the use of the information contained in this RFP. Only the terms and conditions contained in an insurance policy when, as, and if executed, and subject to such limitations and restrictions as may be specified therein, may be relied upon by the respondent in any manner as having any legal effect whatsoever.

DISPOSITION OF BIDS

All bids (and the information contained therein) shall become the property of Utah County. No bid shall be returned to the respondent regardless of the outcome of the selection process.

ATTACHMENT A

PROCUREMENT RULES AND PROCEDURES

The procedures related to this RFP are as follows:

- A. Interested entities will prepare and submit their proposals according to the Procurement Timetable contained below.
- B. The County and/or its representatives will evaluate all submitted proposals to determine acceptance or rejection of the proposals.
- C. The selected provider will be required to issue an insurance policy effective July 5, 2010 on or prior to June 25, 2010.

RULES OF PROCUREMENT

This procurement shall conform to and is governed by the Utah County Procurement Rules and Regulations.

All prospective providers must meet the required criteria as of the date of submission.

The County has established certain requirements with respect to proposals to be submitted by respondents. The use of “shall”, “must”, or “will”, in this RFP indicates a requirement or condition from which a material deviation will not be approved by the County.

PROCUREMENT TIMETABLE

REQUIRED ACTIVITY	SCHEDULED DATE
RFP Issuance Date	June 8, 2010
Closing Date for Receipt of Proposals	June 18, 2010
Policy Issuance Date	June 25, 2010

INSTRUCTIONS TO BIDDERS

The proposals may be mailed, faxed or emailed. If mailed, please submit (4) four copies of your proposal. The proposals must be delivered before 3:00 p.m. MDT on Friday, June 18, 2010 to:

Susan Shepherd, Utah County Purchasing Agent
100 East Center Street, Suite 3600
Provo, Utah 84606
Fax: 801-851-8232
Email: susans@utah.gov

No late proposals will be accepted.

The occurrence of any of the following may result in disqualification of a respondent:

- A. Failure to respond within the established timetable.
- B. Failure to completely answer all questions on the proposal.
- C. Use of any other form or format other than those indicated in the RFP.
- D. Failure to provide requested documentation at the time of proposal submission.
- E. Illegible responses.
- F. Failure to sign and return the Signature Page.

**AIRCRAFT LIABILITY AND HULL INSURANCE COVERAGE
SOLICITATION #
RFP EVALUATION SCORESHEET**

Firm Name: _____.

Evaluator: _____.

Date: _____.

Score will be assigned as follows:

0 = Failure, no response

1 = Poor, inadequate, fails to meet requirement

2 = Fair, only partially responsive

3 = Average, meets minimum requirement

4 = Above average, exceeds minimum requirement

5 = Superior

		Score (0-5)	Weight	Points
1. Extent to which coverages and services to be provided meet or exceed coverage and terms of this RFP.	30 points possible		X6	
2. Experience and expertise in relation to coverages which are the subject of this proposal, service reputation, service facilities in-state	10 points possible		X2	
3. Price*	60 points possible		X12	
TOTAL EVALUATION POINTS	(100 points possible)		Total	

Will be evaluated by three individuals selected to represent Utah County's interest. *The Utah County Auditors office will use the following cost formula: The points assigned to each offerors cost proposal will be based on the lowest proposal price for the coverages chosen by County. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. An offeror whose Proposed Price is more than double (200%) the Lowest Proposed Price will receive no points. The formula to compute the points is: Cost Points x (2- Proposed Price/Lowest Proposed Price).

Cost

1. Cost for 1st year: _____

Attach a breakdown of all coverages and corresponding premiums.

Estimated Cost for years 2 through 5.

2. Estimated Cost for 2nd Year: _____

3. Estimated Cost for 3rd Year: _____

4. Estimated Cost for 4th Year: _____

5. Estimated Cost for 5th Year: _____

Utah County Aircraft & Deductibles

Year	Aircraft	FAA #	Hull Value	Not in Motion Deductible	In Motion Deductible	Ingestion Deductible
1962	Cessna 180-D	N8617X	\$70,000	100	2500	Nil
1974	Cessna 210	N93354	\$130,000	100	2500Nil	Nil

Claims History
July 1995 to present.

NONE

PILOT INFORMATION (more available upon request)
 Pilots are required to maintain a current-Class II Medical Certificate

Pilots Name	Ratings	Pilot in Command	Total Time	Last 12 months	Last 6 months
William D. Bennett (Chief Pilot)	Commercial Multi & Single, Instrument, Glider	2350	2760+	180+	60+
David Sheen	CFI-NEL, SEI, CFII Comm. Single & Multi Commercial	4000+	4200+	50+	30+
Jay Lessley	CFI-ASEL, CFII-SAEL, Complex, High performance	353	420.5 (353 PIC)	103	55

VENDOR CERTIFICATION FORM

STATE OF UTAH)
)SS
COUNTY OF UTAH)

Request for Proposal
for
Aviation Insurance Coverage

Has your firm failed to complete a contract within the last five years?
If "yes" attach explanation. YES NO

Has your firm or any partner or officer ever been involved in any
bankruptcy action? If "yes" attach explanation. YES NO

Has your firm or any partner or officer ever been listed on the
Excluded Parties List System? YES NO

Are any of the Contractor's owners, officers, employees, or agents also
employees of Utah County or related to any employees of Utah County
If "yes" attach explanation. YES NO

AFFIDAVIT

The undersigned of lawful age, being first duly sworn, disposes and says:

That as a condition precedent to the award of the Utah County project as above captioned,

I _____, of _____
(owner, partner, officer or delegate) (firm)

do solemnly swear that neither I, nor to the best of my knowledge any member or members of my firm or
company have either directly or indirectly restrained free and competitive bidding on this project by
entering into any agreement, participating in any collusion, or otherwise taking any action unauthorized by
Utah County, with regard to this contract or bidding process.

Contractor Signature By: _____
Title

Subscribed and sworn to before me this ____ day of _____ 2009 A.D.
My Commission Expires _____

Residing at _____ Seal

By: _____

Notary Public

SIGNATURE SHEET

I hereby certify that I have read, understand, and agree to all sections and attachments of this RFP. I further certify that the information submitted by me/my company in response to this RFP, including the pricing and other information, is true and accurate.

I understand that Utah County has the right to reject any or all proposals or to waive minor irregularities when to do so would in the best interests of Utah County, and they have a right to negotiate a price for the proposed services as determined to be in the best interest of Utah County.

Name of Firm _____

Address _____

Phone Number _____ Fax Number _____

Print Name _____

Signature _____ Date _____