



PROCUREMENT SERVICES

CITY OF SURREY, SURREY CITY HALL
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ADDENDUM No. 1

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2024-004

TITLE: INSURANCE BROKERAGE SERVICES

ADDENDUM ISSUE DATE: FEBRUARY 6, 2024

CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):

TIME: 3:00 P.M. (LOCAL TIME)

DATE: FEBRUARY 13, 2024

INFORMATION FOR PROPONENTS

Proponents are advised that Addendum No. 1 to 1220-030-2024-004 is hereby issued by the City. This addendum shall form part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The following information is provided to answer questions raised by Proponents for the above-named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponents or any sub-contractor not being familiar with this addendum. This Addendum No. 1 contains three (3) pages.

QUESTIONS AND ANSWERS:

Q1. We would like to know the names of the City's property and liability insurers. This would determine the amount of time is required to work on the City's renewal so makes an impact for determining our pricing/fee. We are only asking for the City's property and liability insurers only.

A1. Refer to the list of the City's property and liability insurers in the table below.

Property	Liability	Umbrella
<ul style="list-style-type: none"> - AIG – lead - Westport (Swiss Re) - Northbridge - Zurich - Lloyd's (QBE) 	<ul style="list-style-type: none"> - Ascot Group – Lead - QBE - Tokio Marine 	<ul style="list-style-type: none"> - Ascot Group – Lead - Brit Insurance - Tokio Marine

Q2. Section 4.2 evaluation criteria do not have a rating factor for each section. With other municipal RFPs, we have almost seen each evaluation criteria rated by a percentage as such (a) Experience etc. - 35% (b) technical - 35% c) Financial - 25% d) Statement of Departure - 5%. Would you please provide the City's allocation to each section?

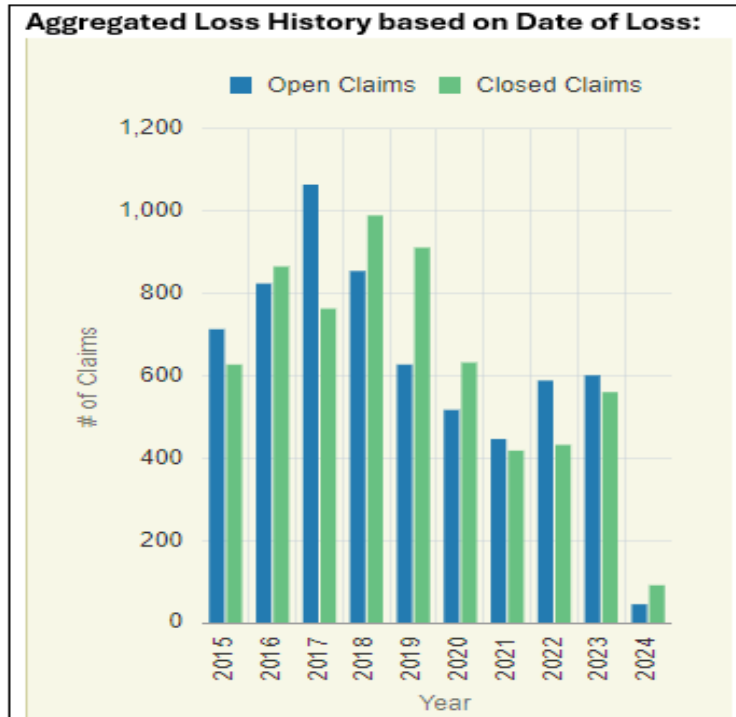
A2. Refer to Section 4.2 Evaluation Criteria of the RFP document.

Q3. Loss history – This was not provided or commented upon. As we have a dedicated claims advocacy team, we do need to know the number of hours needed for any claims related activity so we would need the City's claims info to determine this and will make a difference on our pricing.

We don't need the full details of the 5-year claims history. Are you able to share the number of claims and type of claims and show open or closed status for the past 5 years? Again, we do not need to know any private info and the schedule can be like the one below.

Date of loss or loss year	Type of loss	Open/closed status	Total paid or paid up
April 2019	Bodily injury	Open	22,000

A3. Majority of claims above are liability. Self Insured retention of \$1.5 Million was breached once in the past 10yrs (2016/17 insurance year).



Q4. Timelines & term – We note this is due February 13th, but we do not see any other info about the other timelines, i.e. interview dates, appointment date. Are you able to provide these?

A4. The City is not able to provide any additional information pertaining to timelines at this time.

Q5. Construction Projects – Are you able to provide details of projects that the City will be doing OCIP in the next 3 years? We only need to know the number of projects and a rough budget for each one, no need to provide any other info. This will also help us in determining our fees.

A5. Please refer to the list of projects below:

- Chuck Bailey Recreation Centre Expansion ~ \$54.6 Million budget
- Nicomekl Riverfront Park ~ 19.5 Million

All Addenda will become part of the Contract Documents.

- END OF ADDENDUM -