



PURCHASING SECTION
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ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) No.: 1220-030-2017-011
TITLE: FLEET INSURANCE BROKERAGE SERVICES
ADDENDUM ISSUE DATE: FEBRUARY 27, 2017
CLOSING DATE AND TIME: ON OR BEFORE THE FOLLOWING DATE AND TIME (THE “CLOSING TIME”):
TIME: 3:00 P.M. (LOCAL TIME)
DATE: MARCH 3, 2017

INFORMATION FOR PROPONENTS

The following information is provided to answer questions raised by Potential 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 Proponent or any sub-proponent not being familiar with this addendum. This Addendum No. 1 contains two (2) pages in total.

QUESTIONS AND ANSWERS:

Q1. Refer to Schedule C-1

2) b) Please define “Prime Contractor qualified coordinator” in the context of this RFP

A1. The “Prime Contractor” refers to Prime Contractor under WCB Regulations. The Proponent is responsible for their employee’s safety, including personal protective equipment while carrying out the work under the contract.

Q2. Refer to Schedule C-2

Item vii) – Please provide clarification on what is meant by “resource roles and estimated effort” in the context of this RFP

A2. Please delete this item.

Q3. Refer to Schedule C-3

Item vi) – Please provide more detail on the nature of the annual report and performance measures you are requesting. If a proponent does not typically generate an annual report what information can be submitted as a replacement?

Are the reports in part 2 of this question related to the annual report mentioned in part 1? Please provide clarification on this item either way.

A3. Please delete this item.

Q4. I can see no specific instructions relating to brokerage remuneration. Are we to assume that standard ICBC commissions will be paid on the insurance transactions, plus some sort of fee for the supplementary risk management advisory services as required? And if we are to be compensated by way of ICBC standard commissions, may I ask if the City of Surrey carries insurance beyond the ICBC mandatory minimums (ie some form of optional coverages)? In general, it would be helpful for us to review any further requirements relating to remuneration.

A4. The commissions from ICBC will represent the primary means of broker compensation. The commission would include some analysis is included such as premiums and claims for claims buy-backs to maximize discount and reduce premiums.

Q5. Our company meets all the requirements set out in Schedule A – Section 2, however the last line gives us pause as we are located in the City of Vancouver. Our intent would be to hold any meetings on site in Surrey at a location convenient to the City of Surrey risk management staff. Can you confirm with more specificity the intent of that comment?

A5. This provision was added for the efficiency and convenience of our fleet management staff who feel that transactions could be expedited through an office located in Surrey.

END OF ADDENDUM

All Addenda will become part of the RFP Documents.
