

The City of Taylorsville
2600 West Taylorsville Boulevard (5320 South)
Taylorsville, UT 84118

Request for Proposals

Insurance Underwriting Services for Liability, Auto, and Workers Compensation
Due Date June 1, 2011 at 3:00 p.m..

1. **Introduction.** The City of Taylorsville (the “City”) is requesting proposals (“Proposals” or “Responses”) from qualified companies (“Proposers”) to provide Underwriting Services for Liability, Auto, and Workers Compensation for the City (the “Services”).

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** Please refer to **Attachment “A”** for description of services needed. Please refer to **Attachment “B”** for Schedule of Vehicles, Year, Make, Model, Cost new and, and Department.

3. **Proposal Requirements.** Five (5) copies of Responses are required to be submitted to Patricia Kimbrough as listed below no later than 3:00 p.m. on Wednesday, June 1, 2011. Guidelines for responses are described in **Attachment “C”** attached hereto. Any response, modification, or amendment received after the due date and time is late. No late Responses will be accepted. No electronic Responses (facsimile, e-mail, or telegraphic) will be accepted. Proposals must include the following elements and be signed by an authorized representative of the Proposer:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Scott Harrington - City Administrator’s Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84118

Include an e-mail address for the primary contact of the Consultant.

3.2. **Qualifications.** Describe, in sufficient detail, the Proposer’s experience and qualifications that are relevant with respect to the Services.

3.3. **Scope of Services.** Describe, in sufficient detail, the proposed scope of services to be provided to the City.

3.4. **Cost.** Detail the proposed all-inclusive cost (commissioner or fee based) for the Services, which includes, but is not limited to, all costs, shipping, setup, supplies, etc.

3.5. **References.** Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. The City may contact such references.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Services.

5. **Evaluation Criteria and Scoring Process.** All Proposals received will be reviewed by a Review Panel (defined below). Each evaluation criterion has been given a percentage based on its relative value as a whole. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications	25%
Scope of Services	35%
Cost	40%
Total	100%

6. **Selection.** Discussions may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to interview. Provided, however, that Proposals may be accepted without discussion or interview. The above criteria will be used unless modified in the interview evaluation. A Review Panel or individual(s) will be appointed by the City (referred to hereinafter as “*Review Panel*”). The Review Panel reserves the right to modify the interview criteria during the course of this process. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel, and such recommendations will be forwarded to the mayor. The mayor will make the final selection. The mayor may select one or more Proposers to provide the Services.

7. **General Information.** The City reserves the right to reject any and all Responses. The City reserves the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than May 24, 2011, at 3:00 p.m. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on the City’s website at www.taylorsvilleut.gov (which

constitutes a written response). Entities responding to this Request are encouraged to review such website frequently. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act.

8. **Terms of Contract.** The successful Consultant will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City attorneys' office are unable to negotiate an acceptable agreement, then another Proposer(s) will be selected by the Mayor and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84118.

**ATTACHMENT A
REQUIRED COVERAGE**

Current valued loss runs for the past five years:

COVERAGE REQUIRED

1. Proposed Effective Date: January 1, 2012 – Occurrence Policy
2. Proposed Expiration Date: Annual Renewal of a multi-year agreement through June 30, 2016.
3. **Quote must include deductible amounts of \$0, \$25,000 and \$50,000:**
 - 3.1. Auto Liability
 - 3.2. General Liability, 5,000,000
 - 3.3. Law Enforcement Liability
 - 3.4. Public Entity Management Liability or Employment
4. Coverage is anticipated to include:
 - 4.1. Auto (Auto Liability, Auto Physical Damage, Limited Transit)
 - 4.1.1. Liability Limit \$5,000,000
 - 4.1.2. Medical Payment Limit \$3,000 PIP
 - 4.1.3. UM/UIM Limit \$150,000/\$150,000
 - 4.1.4. Liability Deductible \$10,000
 - 4.2. Automobile Physical Damage
 - 4.2.1. Comprehensive Deductible \$500
 - 4.2.2. Collision Deductible \$500.00

*See Attachment “B” for the schedule of vehicles, year, make, model and cost.
See Attachment “C” for Submittal Guidelines.*

6. EARTHQUAKE COVERAGE - Please include in quote.

7. Law Enforcement vehicles are included in the automobile schedule. The following policies and procedures have been adopted and are in force:

- 7.1. Vehicular Pursuit, revised on November, 2008.
- 7.2. Emergency Vehicle Operation, Response and Patrol
- 7.3. Transportation of Prisoners

8. The City has adopted policies that check Motor Vehicle Records (MVR) of prior to hiring prospective employees who may be required to drive a city vehicle as part of their job assignment.

9. City Policy also provides periodic training for drivers, and mandatory driver training for employees who have experienced a violation or crash.

10. The City also has empanelled an Accident Review Board that meets as needed to identify areas of concern, remediation measures and training needs.

11. The City has a vehicle maintenance program that is monitored by each department to assure that all city vehicles are in good operating order, and well maintained by the drivers.

12. The City van drivers (Senior Citizen and Community Service) drivers hold CDL licenses and are trained to handle the designated vehicle operation, and passenger needs.

- *Policy Manuals are available for inspection if desired.*

CRIME

13. The City is requesting insuring agreement, limits and deductible proposals for the following:

- 13.1. Employee Theft Coverage – Per Loss Coverage
- 13.2. Employee Theft Coverage – Per Employee Coverage
- 13.3. Forgery or Alteration
- 13.4. Inside the Premises – Theft or Money and Securities
- 13.5. Inside the Premises – Robbery of Safe Burglary of Other Property
- 13.6. Outside the Premises
- 13.7. Computer Fraud
- 13.8. Funds Transfer Fraud
- 13.9. Money Orders and Counterfeit Paper Currency
- 13.10. Limit of Insurance

14. Employee coverage includes the following Officials and Officers:

- 14.1. Officials and officers, required by law to be individually bonded:
- 14.2. City Treasurer
- 14.3. City Recorder

15. Official's and officers, not required by law to be individually bonded who are authorized to manage, govern, or control the City of Taylorsville's employees:

- 15.1. Mayor
- 15.2. Department Directors
- 15.3. Police Chief
- 15.4. Assistant Police Chief

16. Employees who handle, have custody of, or maintain records of, money, securities, or other property:

- 16.1. Department Directors
- 16.2. Chief Financial Officer
- 16.3. Receptionist/Cashier
- 16.4. Court Clerks/Cashier
- 16.5. Administrative Assistant
- 16.6. Deputy City Recorders

17. Audit Procedures:

17.1. The City of Taylorsville is required by State Statute to participate in an annual financial audit performed by an independent Certified Public Accountant in accordance with Generally Accepted Accounting Principles and Governmental Accounting Standards Board.

17.2. Internal Controls:

- 17.2.1. All bank account statements reconciled monthly
- 17.2.2. The reconciliation handled by employees not authorized to sign checks, or make or record.
- 17.2.3. Deposits/withdrawals.
- 17.2.4. Two signatures are required on all checks.
- 17.2.5. All applicants for employment are verified by checking references and contacting former employees.

17.3. **Inside/Outside the Premises Coverage Exposures:**
17.3.1. All deposits are made daily by Category II Peace Officers (Bailiffs of the Court).

17.3.2. Working cash is maintained in safes in two locations.

17.4. **Computer Fraud Controls:**

17.4.1. The City has installed a software security system to detect fraudulent computer usage by employees, agents, or outsiders.

17.4.2. Funds Transfer Fraud coverage:

17.4.3. Transfer verifications are handled by a minimum of two employees and most often three with verification by an employee not authorized to transfer funds.

EMPLOYMENT PRACTICES LIABILITY - OCCURRENCE

IMPORTANT NOTE: This section requests a quote for Claims made coverage that includes defense expenses within the limits of coverage. INSURANCE COVERAGE AND LIMITS:

18. **Wrongful employment practice offense limit/total limit (per event):**

18.1. \$500,000/\$500,000

18.2. Deductible/Retention: \$15,000

18.3. Prior coverage information is included in Attachment A

18.3.1.1. Full-time employees working more than 32 hours per week – 109

18.3.1.2. Part-time employees – 40

18.3.1.3. Temporary seasonal employees – 10

18.3.1.4. Leased workers

18.3.1.5. Volunteers – Other

18.3.1.5.1. Total Number This Year – 159

18.3.1.5.2. Total Number Terminations – 1

18.3.1.5.3. Voluntary/Involuntary - 0

18.3.1.5.4. Total Number Prior Year - 0

18.3.1.5.5. Total Number Terminations – 22

18.3.1.5.6. Voluntary/Involuntary – 18/4

Independent contractor means any person who is not a city employee, but who performs duties related to the conduct of operations of the city in the course of their independent employment in accordance with a contract between you and the independent contractor for specified services.

The turnover rate for full-time employees for the last five years is the following:

2010-0/109

2009 – 5/109

2008 – 14/108

2007 – 12/105

2006 – 13/104

The City does not anticipate significant change from employment ratios detailed above. Given the economy the City may be faced with either layoffs or workforce reductions.

HUMAN RESOURCES

19. All involuntary terminations are reviewed by policy by the City Administrator, City Attorney, and by the Mayor.
20. The Human Resource Function is performed by Robin Bronson, 801-963-5400.
21. All prospective employees are required to:
 - 21.1. Complete a standard employment application prior to being hired.
 - 21.2. Exempt positions as defined by the FLSA, are required to acknowledge that the position they are candidate is an at-will position.
 - 21.3. Provide authorization for the City to check references and criminal conviction records.
 - 21.4. Prospective candidates must sign their application attesting that all information and representations contained in the application are true.
22. The City has published Human Resource Policies and Procedures Manuals that have been distributed to all employees, acknowledging in writing that each has received a copy of the Policies and Procedures, and that it is their responsibility to know the contents of the manual. The City has conducted training for supervisors that address the following:
 - 22.1. Equal Employment Opportunity
 - 22.2. Discrimination (anti-discrimination) policy
 - 22.3. Discipline/discharge/termination policy
 - 22.4. Workplace harassment, sexual harassment policy
 - 22.5. Hiring policy
 - 22.6. Reporting, investigating and resolving employee complaints (grievance) policy
 - 22.7. Accommodating the disabled

LOSS HISTORY

24. GENERAL UNDERWRITING INFORMATION

- 24.1 The Police Department is accredited by the Commission on Accredited for Law Enforcement Agencies.
- 24.2 The City Police Department participates in mutual aid for law enforcement assistance agreements between political subdivisions.
- 24.3 The City Police Department participates in the following task force operations:
 - 24.3.1. S.W.A.T. Operations with the Unified Police Department.
 - 24.3.2. Number of officers involved:
 - 24.3.3. Number of UPD Officers:
 - 24.3.4. Number of Taylorsville Officers:
 - 24.3.5. UPD Officers are covered by insurance, however, each department is liable for the activities of their respective officers.
 - 24.3.6. The police agency does not operate a shooting range. Firearms' training is completed by renting a neighboring jurisdictions' shooting range.

EMPLOYEE CLASSIFICATION

25. Police Chief: 1 FTE

26. Assistant Police Chief: 1 FTE
27. Lieutenant: 1 FTE
28. Sergeants: 9 FTE
29. Officers: 43 FTE
30. Bailiff: 3 FTE
31. Code Enforcement: 2
32. Dispatch services is provided by contract with the Unified Police Department as well as Crime Scene Investigations and evidence handling and warehousing.

33. DEPARTMENT POLICIES AND PROCEDURES

34. The department has a Policy and Procedure Manual that is distributed to and signed for as an acknowledgement of receipt and responsibility to read and understand the contents of the Manual by all personnel. The Manual has been reviewed and approved by City Attorney John N. Brems. The Manual addresses the following issues among others:

- 34.1. Use of force
- 34.2. Firearms and less than lethal weapons
- 34.3. Vehicular pursuits
- 34.4. Patrol driving and response
- 34.5. Domestic violence response
- 34.6. Service of warrant
- 34.7. Transportation of prisoners
- 34.8. Arrests and investigatory stops and searches
- 34.9. Motor vehicle stops and searches
- 34.10. Canines
- 34.11. Sexual harassment – City policy general
- 34.12. Use of volunteers – City policy general
- 34.13. Secondary employment and off-duty powers (moonlighting)

EDUCATION AND TRAINING

35. Training Requirements
 - 35.1. Patrol
 - 35.2. Auxiliary officers
 - 35.3. New officer and annual
 - 35.4. In-service training
36. All officers as of the date of this document meet or exceed State certifying agency minimum training standards?
37. Firearms Training and Qualification
 - 37.1. Frequency of qualification: minimum of four trainings per year.
 - 37.2. Impact weapon training and certification
 - 37.3. Chemical agent (Oleoresincapsium) Training and Certification Taser Training and Certification.
 - 37.4. High speed pursuit driving
 - 37.5. Department policy and procedure
 - 37.6. Constitutional use of force
 - 37.7. Legislative and case law

37.8. Duties of reserve/auxiliary officers: 19

- 37.8Traffic control
- Civil disturbance
- Crowd control
- Other

38. EMERGENCY DISPATCH

- 38.1. Dispatch service is not cost effective in this jurisdiction and therefore the City contracts with the UPD (formerly known as the Sheriff's Office of Salt Lake County).
- 38.2. Services is provided by VECC (Valley Emergency Communications Center).
- 38.3. Incoming calls to both call taking centers are recorded.
- 38.4. Tapes or digital files are retained for three years.

39. JAIL/HOLDING CELL OPERATIONS

- 39.1. The City does not operate a Jail, but has two holding cells near the court room for holding prisoners.
- 39.2. The capacity of the two cells in the Taylorsville Justice Court holds a maximum of eight prisoners (four per cell). The average time a prisoner is held in the holding cells is approximately three hours, however, from time to time, the holding cell is occupied to five hours.
- 40. The City has written policies governing the following:
 - 40.1.

	Policy Description	Date Written
	Annual Training	
40.2.1.	Use of Force	4/1/05
40.2.2.	Emergency Evac.	4/1/05
40.2.3.	Key Control/Security	4/1/05
40.2.4.	Inmate Transportation	4/1/05
 - 40.2. Holding cells are constantly monitored by transport officers or bailiffs during the holding period while waiting for their calendared courtroom event.
 - 40.3. In the past three (3) years, there have not been any suicides or attempted suicides in the Justice Court holding cells. The holding cells are monitored by direct officer observation and by the bailiff camera monitoring system.

PUBLIC ENTITY MANAGEMNT LIABILITY INSURANCE COVERAGE AND LIMITS

41. PLANNING AND ZONING

- 41.1. The City is responsible for planning and zoning changes through an appointed
- 41.2. Planning and Zoning Commission with appeals heard by the City Council.
- 41.3. The City Council has adopted a comprehensive Land Use Plan.
- 41.4. Zoning changes require noticing area property owners of a public hearing before the Planning Commission. The City has adopted both Ordinances and Policies that outline the entitlement and zoning appeal process.

OPERATIONS/SERVICES

- 42. The City of Taylorsville **does not** provide the following services:
 - 42.1. Airport
 - 42.2. Electric Utility
 - 42.3. Gas Utility
 - 42.4. Health Care Facilities
 - 42.5. Housing Authority
 - 42.6. Law Enforcement
 - 42.7. Port Authority
 - 42.8. School Board

- 43. **OPERATIONS/EXPOSURE**
 - 43.1. Athletic Participation
 - 43.2. Museum
 - 43.3. Recreational activities (recreation and fireworks)
 - 43.4. Skate Park Facility
 - 43.5. Special events (fairs, carnivals, festivals, parades, plays, arts events)
 - 43.6. Streets/roads/bridges

ATTACHMENT B

Schedule of Vehicles, Year, Make, Model, Cost new, and Department

City of Taylorsville
Master list of vehicles
TV is Police Vehicles

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TC is City Fleet				
Year	Model	ID END	Color	Cost
1989	1989 Chev 1500 Truck	121194		5,000.00
1992	1992 Utility Trailer	1033067		5,000.00
1997	1997 Ford Ranger	27971	Green	12,000.00
1999	1999 Chev Snow plow pickup	181381	White	9,350.00
2002	Ford Taurus	150000	White	13,000.00
2002	Ford Shuttlebus	65522	White	16,000.00
2002	Dodge Ram Dump	254906		15,000.00
2002	Dodge Ram	254906		18,000.00
2003	Crown Vic	222154	Dark Toread	17,500.00
2004	Ford Econoline E350	47735		19,000.00
2005	Chev Impala	308131	Silverstne	17,178.00
2005	Chev Equinox	153171	Silver	17,000.00
2005	Chev Silverado	205631	White	20,763.50
2005	Chev Astrovan	118303	White	19,374.00
2005	Chev Impala	216337	White	17,178.65
2005	Chev Impala	309397	Silverstne	17,178.65
2005	Chev Impala	217494	White	17,178.65
2005	Chev Silverado	207937	Gray	20,763.50
2005	Chev Colorado	227781	Silver Bir	19,130.09
2005	Chev Impala	307839	Red	15,000.00
2005	Chev Impala	216977	Blue	17,178.65
2005	Chev Impala	308817	Gray	17,178.65
2005	Chev Silverado	205226	Silver	20,763.50
2005	Chev Silverado	313281	Blue	21,123.50

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2005	Chev Silverado	210230	White	20,763.50
2005	Chev Silverado	203920	White	20,763.50
2005	Chev Impala	214801	Blue	17,178.65
2005	Chev Impala	308942	Red	17,178.65
2005	Chev Impala	219269	Blue	17,178.65
2005	Chev Impala	214646	White	17,178.65
2005	Chev Impala	216936	White	17,178.65
2005	Chev Impala	308469	Sandstone	17,178.65
2005	Chev Impala	219356	White	17,178.65
2005	Chev Impala	216220	White	17,178.65
2005	Chev Impala	215707	White	17,178.65
2005	Chev Impala	217639	White	17,178.65
2005	Chev Impala	218073	White	17,178.65
2005	Chev Impala	221889	White	17,178.65
2005	Chev Impala	219327	Blue	17,178.65
2006	Ford F150 truck	78451	White	27,717.95
2006	Dodge Charger	504068	Silver	23,000.00
2006	Dodge Charger	504067	Silver	23,000.00
2006	ATV	525037		5,199.79
2007	Toyota Camry	17211	Silver	20,267.00
2007	Toyota Camry	17790	Silver	20,267.00
2007	Dodge Ram 1500	212177	White	22,629.00
2007	Dodge Ram 1500	212176	White	22,629.00
2007	Polaris Rngr-o7 6X6	7439558 0		8,000.00

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2007	2007 Ford Ranger	38258	White	18,468.50
2007	2007 Ford Ranger	38259	White	18,468.50
2007	Street Sweeper			262,000.00
				0
2008	Ford Police Crown Vic	151580		24,000.00
2008	Harley-Davidson TPI	701578		20,000.00
2008	Ford Crown Vic	103989		24,000.00
2008	Ford Police Crown Vic	151587		24,000.00
2008	Ford Police Interceptor	151582		24,000.00
2008	Ford Police Crown Vic	151584		24,000.00
2008	Ford Crown Vic	103986		24,000.00
2008	Ford Police Crown Vic	151585		24,000.00
2008	Ford Crown Vic	103984		24,000.00
2008	Ford Police Crown Vic	151579		24,000.00
2008	Ford Police Crown Vic	151588		24,000.00
2008	Ford Crown Vic	103987		24,000.00
2008	Ford Crown Vic	103988		24,000.00
2008	Ford Police Crown Vic	151589		24,000.00
2008	Ford Ranger Lt Truck	66021		20,000.00
2008	Ford Police Crown Vic	151583		24,000.00
2008	Ford Police Crown Vic	151586		24,000.00
2008	Harley-Davidson TPI	702896		20,000.00
2008	Ford Crown Vic	103985		24,000.00
2008	Ford Police Crown Vic	151581		24,000.00
2008	Ford Sr. Center	38164		65,000.00
2009	Ford Crown Vic	135658		26,000.00

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2009	Ford Crown Vic	135661		26,000.00
2009	Ford Crown Vic	135660		26,000.00
2009	Ford Crown Vic	135659		26,000.00
2010	Ford Fusion	284736	Gray	18,000.00
2010	Crown Vic	110226	BLK/WHT	26,000.00
2010	Crown Vic	110227	BLK/WHT	26,000.00
2010	Ford Explorer	13905		22,000.00
2010	Crown Vic	110229		26,000.00
2010	Ford F150 truck	33785		24,000.00
2010	Crown Vic	110228	BLK/WHT	26,000.00
2010	Crown Vic	110225	BLK/WHT	26,000.00
2011	Crown Vic	119752		26,000.00
2011	Crown Vic	119753		26,000.00
2011	Fusion	242271	Gold	18,000.00
	Harley Davidson HPI	721944	Blue	11,000.00
	Harley Davidson HPI	723813	Blue	11,000.00
	Chev Impala (Repl Dvs)	384431	White	
	Chev Colorado, CommD	291887	White	

ATTACHMENT C
[Guidelines]

Number Responses sequentially on the upper right hand corner of the cover.

Color is allowed.

8-1/2" x 11" page sizes.

One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).

Size 12 Font.

Bind RFP on left side.

Front and back cover pages are encouraged.

Generally, responses must not exceed 10 pages.

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City official or employee or former City official or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence and City official or an employee or former City official or employee to break any applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Site Address: _____

Email Address: _____

Date Signed: _____