

REQUEST FOR PROPOSAL INSURANCE AGENT FOR CITY OF MOORHEAD

The City of Moorhead is seeking proposals from licensed property and casualty insurance agents. The City has been with the League of Minnesota Cities Self-Insurance Trust since 1985.

NOTE: This invitation is not an authorization to approach the insurance market on the City's behalf at this time. The city specifically requests that no contact or solicitation of insurance markets be made on its behalf and that no insurance market reservation be made by or for any proposer for insurance or related services to be provided for the City. An agent's failure to comply with this request will result in disqualification.

PROPOSAL PROCESS

Proposal forms are available from:

Moorhead Finance Department
Moorhead City Hall Third Floor
500 Center Ave, PO Box 779
Moorhead, MN 56561-0779

Or

City of Moorhead website
www.cityofmoorhead.com/rfp/

Sealed written proposals responding to this Request for Proposal must be submitted to the above address before 4:30 p.m. on Friday, October 3, 2014.

Proposers must use the proposal form attached as Exhibit B but may also submit other documentation for consideration. This documentation may include brochures, samples, letters of recommendation, etc.

The face of the sealed envelope must bear the caption, "Insurance Agent Proposal."

Proposers are solely responsible for delivery of their proposals to the City before the date and hour set forth above. Any proposal received after that time because of delayed mail delivery or any other reason will not be considered and will be returned unopened.

Questions concerning the proposal process can be addressed to Wanda Wagner, Finance Director, at 218-299-5318. Any information given to one proposer will be put in writing and distributed to all who received proposal packets.

SELECTION PROCESS

A panel of city staff members intends to review the submitted proposals during the week of October 6, 2014. Personal interviews with prospective agents may be conducted during the following week.

A staff recommendation for appointment of an agent will be submitted for City Council approval on October 27, 2014. The selected agent will handle the City's renewal for the period of January 1, 2015 through January 1, 2018.

INDEX TO ATTACHMENTS

Exhibit A	Insurance and Premium Summary
Exhibit B	Proposal Form
Exhibit C	Proposed Agreement

Thank you for participating in this process.