

ORDINANCE C-11-00

AN ORDINANCE TO AUTHORIZE THE CITY ADMINISTRATOR TO AWARD CONTRACTS FOR CITY INSURANCE COVERAGES AND TO DECLARE AN EMERGENCY

WHEREAS, the City of Grove City maintains certain insurance coverage's as part of its risk management program; and

WHEREAS, the City has advertised and received responses for a request for an Insurance Proposal for a three year period; and

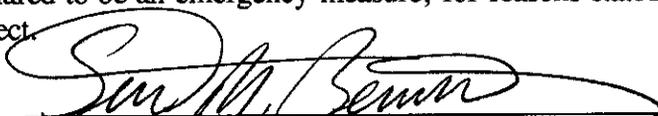
WHEREAS, an emergency exists in that the current insurance coverage's will expire effective 2/15/2000.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GROVE CITY, STATE OF OHIO, THAT:

SECTION 1. The City Administrator is hereby authorized to enter into contracts for insurance coverage's for a period not to exceed three years, subject to the annual appropriation of monies for this express purpose.

SECTION 2. A copy of the Conditions of Proposal have been attached as Exhibit 1/24/00.

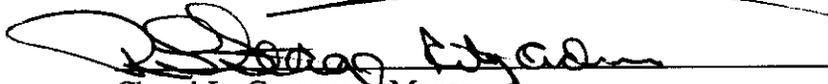
SECTION 3. This ordinance is hereby declared to be an emergency measure, for reasons stated in the preamble, and shall therefore go into immediate effect.

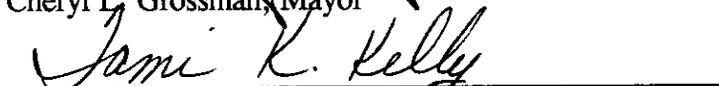

Steven M. Bennett, President of Council

Passed: 2-7-00

Effective: 2-7-00

Attest:


Cheryl L. Grossman, Mayor


Tami K. Kelly, Clerk of Council


Thomas Clark, Director of Law

I Certify that this ordinance is correct as to form.

I certify that there is money in the treasury, or is in the process of collection, to pay the within ordinance.

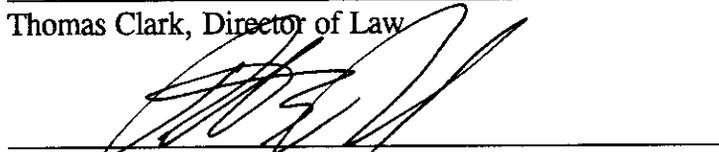

Robert E. Behlen, Director of Finance

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Sealed bids shall be delivered to the office of the City Administrator at 4035 Broadway, Grove City, OH no later than 12:00 Noon on the 7th day of January, 2000. Bids sealed in an envelope must be clearly marked "Insurance Proposal for City of Grove City, OH January 7, 2000"

Bids may be withdrawn up to 12:00 Noon on the 7th day of January, 2000 upon written request to the City Administrator.

Each bid shall identify the name and address of the Insurance Underwriter and where applicable, the name and address of the agent or Excess and Surplus Lines Broker or any other intermediary. Each bid shall include written authorization from the Underwriter, on the Underwriter's letterhead, to present the bid.

Failure to meet specifications in the writing of the insurance hereunder applied for, may be cause for rejection and return of policies lacking such requirements.

Specifications set forth minimum requirements. Enhancements are encouraged and will be taken into account when evaluating the bids.

Each bidder will respond to the yes or no column for each requirement, with comments if necessary, and each bid shall include one fully complete SPECIMEN POLICY of the underwriting company for each form of insurance to be written, including all fully completed endorsements to constitute the entire insurance contract.

If alternative bids are submitted, complete information, as specified above, must accompany each alternative.

Bidders will indicate which coverages must be issued together and which coverage could be issued on a stand alone basis. While the City desires to award the entire package to one bidder, the City reserves the right to "unbundle" the bid proposals if it is to the City's advantage.

All bidders must complete the Premium Recap Sheet. All premiums must be firm quotes. No premium estimates are to be considered.

Three year policies are desirable with a fixed rate, wherever possible, with premium adjusted for changes requested by the City. In bid responses indicate where 3 year policies are available, but show annual premium in Premium Recap Sheet.

All insurance shall be written in responsible companies licensed to do business in the State of Ohio. Surplus Lines Companies are not desired, but if presented should be on the "approved list" of the Ohio Department of Insurance. All carriers must carry a current AM Best Rating of "A-" or better.

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Consideration will be given to programs organized under Chapter 2744 of the Ohio Revised Code. Any coverage offered must succeed the term of membership in any "Chapter 2744" organization.

Assessment features are not desired but if part of a proposal, it must be clearly identified in the bid and a complete history of any assessments or dividends attached to the bid.

Bidders must submit satisfactory evidence of ability to provide effective local claims administration and loss control services to the City.

Bidding agents must provide certificate evidence of insurance for the Agents Errors and Omissions coverage with limits of at least \$1,000,000.

Bids submitted shall impose no liability or obligation on the City or its representatives. The City reserves the right to request additional bids at its discretion. The City reserves the right to reject any or all bids or waive any information in any bid in its own interest.

In reviewing the Bids the City reserves the right to consider all elements relating to the bids, including, but not limited to, the rating and financial condition of the underwriting company or program, the responsibility and experience of the bidders and its representative, the service to be provided, etc.

All bids will be considered valid until 30 days after the proposal date.

Successful bidders must provide written binders of coverage within 2 working days of notification of the award.

The City will issue no "Agent of Record" letters.

These bid specifications have been prepared for the City by Professional Insurance Consultants with input from the various City departments. Requests for additional information or clarification should be directed in writing to:

Russell A. Drake Jr.
Professional Insurance Consultants
PO Box 4098
Newark, OH 43058-4098

Such information or clarification will be provided to all who requested to be placed on the distribution list.