



TOWN OF LA POINTE
MADELINE ISLAND

P.O. Box 270

LA POINTE, WISCONSIN 54850

PHONE: 715-747-6914

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administrator@townoflapointewi.gov

www.townoflapointewi.gov

REQUEST FOR PROPOSAL

For

Commercial Property and Casualty Insurance

Introduction and background

The Town of La Pointe is located on Madeline Island at the western end of Lake Superior and is a 20-minute ferry boat ride from Bayfield, Wisconsin. La Pointe is located in Ashland County.

One of twenty-two islands in "The Apostles," Madeline Island's population ranges from 267 in the winter to 3,500 in the summer. The Island's main industry is tourism, and the jump in summer population is due to the large number of residents who spend all or part of every summer on the Island.

The Town of La Pointe is a town with village powers. It is responsible for services to the entire island and includes a police department, a volunteer ambulance service, volunteer fire department, a materials recovery facility, library, public works department, several parks, playground, skatepark and a 60+ site campground, an unmanned airport with hangers, lake access points, commercial Town dock with leased spaces, Zoning Department and a cemetery.

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to become the commercial property and casualty insurance provider for the Town. The Town intends to use the results of this solicitation to award a contract for commercial property and casualty insurance.

1.1 Scope

1.1.1 Project Description

The Town is seeking to secure:

- Commercial and casualty insurance coverage including but not limited to, automobile liability, legal liability, professional liability, general liability, cyber liability, airport liability and property insurance, at a level either equal to or greater than the current coverage.
- Workers' compensation insurance.

1.1.2 Objectives

The Town is dedicated to insuring the assets of the of the Town in an appropriate manner and cost.

1.2 Request for proposal process

This document is a Request for Proposal. It differs from a Request for Bid in that the Town is seeking a solution as described herein, **not a bid**, meeting firm specifications for the lowest price. Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product

or service. The proposal evaluation criteria should be viewed as standards which measure how well a vendor's approach meets the desired requirements and needs of the Town.

1.3 Definitions

The following definitions are used throughout this document.

RFP means Request for Proposal

The Town means the Town of La Pointe, Wisconsin.

Vendor/Proposer means a firm submitting a proposal in response to this RFP.

Contractor means proposer awarded the contract.

1.4 Clarification and/or revisions to the specifications and requirements

Any questions concerning this RFP must be submitted in writing by e-mail (preferred), US mail or fax on or by noon on **Wednesday, November 13, 2019**.

Town Clerk Micaela Montagne
Town of La Pointe
PO Box 270
La Pointe, WI 54850

Email: clerk@townoflapointewi.gov

1.5 Calendar of events

Listed below are specific and estimated dates and times of actions related to this Request for Proposal (RFP). The actions with specific dates must be completed as indicated unless otherwise changed by the Town. If the town finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

<u>DATE</u>	<u>EVENT</u>
October 31, 2019	Date of RFP issue
November 13, 2019	Last day for submitting written questions/inquiries
November 14, 2019 (estimate)	Response to vendor questions/inquiries (to include revisions or supplements) posted on the Town's website
November 27, 2019	Proposals due from vendors
December 2, 2019	Recommendation to Town Board
December 5, 2019 (estimate)	Notification of intent to award
January 1, 2020	Contract start date

1.6 General instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the vendor's proposal plus references. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

1.7 Proprietary information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached "Designation of Confidential and Proprietary Information" form. Proprietary

information submitted in a proposal, or in response to the RFP, will be handled in accordance with applicable law.

To the extent permitted by law, it is the intention of the Town to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the Town. At that time, all proposals will be available for review in accordance with the Wisconsin Public Records Law.

1.8 Incurring costs

The Town is not liable for any cost incurred by proposers in replying to this RFP.

1.9 Submitting the proposal

Proposers must submit **ONE hardcopy original (identified as such)**, including all materials required for acceptance of their proposal **by 5:00 P.M. on Tuesday, November 26, 2019** to:

**Town Clerk Micaela Montagne
Town of La Pointe
PO Box 270
La Pointe, WI 54850**

At proposal opening, only the names of responding vendors are provided. No further information will be available until contract award.

Proposals must be time/date stamped as received by the Town Clerk on or before the specified date and time provided above. Proposals not so stamped will not be accepted.

All proposals **MUST** be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address
- Proposal due date

1.10 Right to reject proposals and negotiate contract terms

The Town reserves the right to reject any and all proposals and to waive minor irregularities and technicalities. The judgment of the Town on such matters shall be FINAL. The Town further retains the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the Town may negotiate a contract with the next highest scoring proposer.

The original proposal may be submitted via US mail, hand delivery or a delivery service and must be received by the Town Clerk at the above address. Proposals not date/time stamped by the Town Clerk by the posted date and time shall be considered late and shall be rejected.

Any entity submitting a proposal has no enforceable right to amend its proposal after the submission deadline.

- Attachment: Additional Insured List
- Attachment: Town Employees
- Attachment: Vehicle Listing
- Attachment: Scheduled Equipment
- Attachment: Property Location List

- Attachment: Limits of Insurance

The following information/documentation can be requested:

- Five years of loss history for all insurance policies
- Workers compensation payroll by class code

All requests for the above-mentioned additional information/documentation should be submitted by email and directed to:

Town Clerk Micaela Montagne
Town of La Pointe
PO Box 270
La Pointe, WI 54850

Email: clerk@townoflapointewi.gov

PROPOSAL COVER

PROJECT: _____

PROPOSAL TIME AND DATE: _____

TO: Town of La Pointe

_____, the undersigned does hereby propose and agree to enter into a contract with the Town of La Pointe, Wisconsin to provide all services according to the attached detailed proposal.

TOTAL PROPOSAL: _____

FIRM _____ **CONTACT** _____

Attachment A – Vendor Identification

1. Proposing Company Name _____

Telephone _____ Toll Free Telephone _____ Fax _____

Address: _____

City: _____ State: _____ Zip + 4: _____

Federal Employee Identification Number (FEIN): _____

2. Contact Person in the event there are questions about your proposal

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

3. Mailing address where Town purchase orders/contracts are to be mailed and person the Town can contact concerning orders and billing.

Name: _____ Title: _____

Telephone: _____ Toll Free Telephone: _____

Address: _____

City: _____ State: _____ Zip + Four: _____

Attachment B – Vendor References

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for installations/services with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement. Unless specified otherwise within this document, please provide a minimum of three (3) references.

Company Name: _____
Address: _____
Telephone: _____ Contact Person: _____
Product(s) and/or Service(s) Used: _____

Company Name: _____
Address: _____
Telephone: _____ Contact Person: _____
Product(s) and/or Service(s) Used: _____

Company Name: _____
Address: _____
Telephone: _____ Contact Person: _____
Product(s) and/or Service(s) Used: _____

Company Name: _____
Address: _____
Telephone: _____ Contact Person: _____
Product(s) and/or Service(s) Used: _____

Company Name: _____
Address: _____
Telephone: _____ Contact Person: _____
Product(s) and/or Service(s) Used: _____

Attachment C – Designation of Confidential and Proprietary Information

The attached material submitted in response to Town of La Pointe **Proposal** includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval or as required by law. Attach additional sheets if needed.

Prices and this page always become public information when proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1) (c) Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released:

Section	Page Number	Topic
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In the event a public records request is made to the Town, the parties agree and understand that the Town is an "authority" as defined in Wis. Stats. section 19.32 and subject to the Wisconsin Public Records law, Wis. Stats. sections 19.31 et. seq. The Town will notify the undersigned of a request made pursuant to the Public Records law which involves records containing information of a type described as confidential and proprietary herein and will notify undersigned of its intent to comply as well as the manner in which compliance will occur. The Town shall release records, including records that may contain confidential information, pursuant to the Public Records law. Such release shall not be considered a breach of this agreement.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The Town considers other markings of confidential in the proposal document to be insufficient. The undersigned agree(s) to hold the Town harmless for any damages arising out of the release of any material required to be released pursuant to the public records law or material not specifically identified above.

Signature-Authorized Representative

Company Name

Print Name-Authorized Representative

Date