



Port of Bremerton
8850 SW State Hwy 3
Bremerton, WA 98312

Solicitation #01-22-10001
Request for Qualifications
Insurance Risk Coverage and Services

Responses Due February 15, 2023, at 3:00 PM (PDT)

Background

The Port of Bremerton is evaluating its current property & liability insurance coverage. The intent of this RFQ is to provide the Port with a list of qualified firms who may be able to provide insurance coverage for the Port.

The RFQ is not intended to solicit technical and cost proposals. This RFQ is non-binding and does not create an obligation of the Port of respondents to participate in a subsequent RFP.

The Port has no obligation to contact firms regarding clarification. The Port may choose to contact any or none of the responding firms for a follow-up. Allow one week for a list of responding firms to be made available upon request.

The port operates the Port Orchard Marina, Port of Bremerton Industrial Park, the Port of Bremerton Marina, and the Bremerton National Airport property with administrative offices and leased property.

Services to be Provided

A qualified firm will be able to provide technical advice and arrange placement of property, casualty, professional liability and other casualty lines of insurance coverage, and bonds, to satisfy the Port's insurance needs. Specific services can include the following:

PLANNING AND INSURANCE PLACEMENT

1. Assist in the monitoring the Port's operations and the identification of exposures. Analyze and evaluate the most cost-effective means for addressing loss exposures by continually evaluating the Port's insurance program for adequacy of coverage. Provide recommendations for revising the structure of the insurance program or other improvements based on analysis of loss exposures (including probable maximum loss), coverage issues and pricing alternatives, insurer financial rating, and developing insurance market, product and coverage trends. Meet semi-annually to discuss new exposures, threats, risks and potential improvements. Where the purchase of conventional insurance is impractical, assist in identifying and evaluating alternative financing products, risk transfer options, loss control programs and other techniques for managing risk.

2. Assist in budget planning by annually forecasting total premium costs, including for the Port, the allocation of property insurance premiums to each location as defined by the Port.

3. Design and implement marketing strategies for placement of property, casualty and additional liability coverages and bonds to achieve the best-value for the Port's insurance and loss expenditures. Prior to each policy renewal, provide a renewal proposal with detailed summaries of available coverages and corresponding renewal rates, and costs, based on market trends, revenues and other pertinent factors.

TECHNICAL ASSISTANCE

4. Support the Port in the resolution of claims to include assisting in the submission of claims, in the selection and assignment of legal counsel and experts and by providing advice and advocacy on coverage-related issues.

5. Assist the Port in reviewing leases and other contract language for risk transfer and required insurance.

ADMINISTRATION

6. Assign Account Managers who will serve as each Port's primary point of contact on routine service matters and an Account Executive who will be responsible for overseeing the Clients' accounts. The Account Manager, along with other team members assigned, must be readily available to provide the Port's with expertise and advice.

7. Perform administrative services relative to account management, including the issuing of insurance binders, policies, certificates of insurance, maintenance of confidential information and documents, as well as schedules and other information necessary to market and place the insurance program for the Port.

8. Prepare and submit an annual stewardship report.

Response Documents

Firms should respond with the Qualification Statement and Questionnaire and include any other materials that demonstrate the firms' qualifications (website links, brochures, etc.). The Port discourages lengthy and costly response materials. Responses and questions may be e-mailed to Jeremiah Wiley, CFO, at jeremiahw@portofbremerton.org with CC to Ellen Ataie, Contract Administrator, at ellena@portofbremerton.org. Request a delivery and read receipt.

Hard copies of submittals also accepted and should be mailed to:

Attn: Jeremiah Wiley, CFO
Port of Bremerton
8850 SW State Hwy 3
Bremerton, WA 98312

Do not submit content the firm considers confidential or proprietary, as response documents are subject to requests for open records.

QUALIFICATION STATEMENT & QUESTIONNAIRE

Company Name: _____
DBA (if applicable): _____
Address: _____
Telephone: _____
Officer/Agent Name & Title: _____
Officer/Agent Phone & e-mail: _____
Website: _____
UBI: _____

1. Does your firm meet the requirements for being licensed as an insurance broker in the State of Washington and hold E&O insurance?

2. Does your firm have a qualified Marine Broker in Washington?

3. Describe your firm's structure (risk pool, brokerage, carrier, etc.)

4. Describe how your firm assist clients with assessment of risk and guides the client in making choices in coverage types and limits (use additional pages as necessary).

5. How long has your firm been in business providing insurance services? _____

6. Does your firm subcontract for any policy types (Marine, etc)?

7. Without disclosing specific costs or percentages, how does your firm structure your fees for your service and how is your firm compensated for services?

8. Current clients similar in complexity to the Port of Bremerton (if unable to disclose names, please indicate clients' regional location/agency type/size/facility type):

2022 Port of Bremerton Current Coverage and Policy Limits

Policy Type	Limits	Effective Date	Expiration Date
Commercial Auto	\$1,000,000 Combined Single Limit \$5,000 Medical Payment \$300,000 Uninsured / Underinsured Motorist \$1,000 Deductible for schedule vehicles at actual cash value	10/1/22	10/1/2023
Property Coverage	\$141,459,560 insured value as of 6/30/22 \$200,000,000 all Perils per occurrence \$30,000,000 Flood limit per occurrence \$30,000,000 Earthquake Shock per occurrence \$100,000,000 Combined Business Interruption And, see policy for additional sublimits \$25,000 Deductible per occurrence \$100,000 Deductible for Flood, except \$250,000 Deductible for Flood Zones A & V 5%/\$250,000 Deductible, Earthquake Per Occurrence/ Per Unit	7/1/2022	7/1/2023
Boiler & Machinery	\$100,000,000 Boiler Explosion and Machinery Breakdown \$10,000,000 per occurrence Service/Utility Off Premises Power Interruption \$10,000,000 Per Occurrence for Electronic Data Processing Media and Data Restoration \$2,000,000 Per Occurrence, Per Named Insured and in the Annual Aggregate per Declaration for Earthquake Resultant Damage for Named Insureds who purchase Dedicated Earthquake Coverage. \$10,000,000 Per Occurrence for Hazardous Substances / Pollutants / Decontamination.	7/1/2022	7/1/2023
Cyber Liability	\$45,000,000 Annual Policy and Program Aggregate for all Insureds/Members combined \$2,000,000 Insured/Member Annual Aggregate for each Insured/Member \$500,000 Breach Response Aggregate Limit of Liability for each Insured/Member, except where approved vendors are used \$1,000,000	7/1/2022	7/1/2023

	<p>\$750,000 Business Interruption Loss from Security Breach</p> <p>\$500,000 Business Interruption Loss from System Failure</p> <p>\$2,000,000 Data & Network Liability, Regulatory Defense & Penalties, Payment Card Liabilities and Media Liability</p> <p>\$75,000 eCrime Fraudulent Instructions, Funds Transfer Fraud & Telephone Fraud</p>		
Primary Liability, including	<p>\$1,000,000 Each Occurrence</p> <p>\$3,000,000 Aggregate</p> <p>\$1,000,000 Additional Expenses Occurrence</p> <p>\$10,000 Medical Payments</p> <p>\$25,000 Deductible/First Dollar Defense</p>	10/1/22	10/1/2023
Excess Liability	<p>First Excess Layer - \$9,000,000 Excess of \$1,000,000 Underlying</p> <p>Second Excess Layer - \$40,000,000 Excess of \$9,000,000 Excess of \$1,000,000 Underlying</p>	10/1/22	10/1/2023
Airport Liability	<p>\$20,000,000 Each Occurrence</p> <p>\$500,000 Fire Damage limit</p> <p>\$10,000 Medical Expense Limit</p> <p>\$0 Deductible</p>	10/1/20	10/1/2023
Storage Tank Pollution	<p>\$1,000,000 Pollution Incident</p> <p>\$1,000,000 annual aggregate</p> <p>\$10,000 Deductible</p>	10/1/22	10/1/2023
Foreign Package	<p>\$1,000,000 Foreign General Liability Occurrence</p> <p>\$1,000,000 Foreign Auto Liability Any One Accident</p> <p>\$1,000,000 Foreign Employers Liability, Foreign</p> <p>Voluntary Workers Compensation-State of Hire</p> <p>Foreign Travel Accident and Sickness: Various</p> <p>Corporate Kidnap and Ransom / Extortion</p>	10/1/22	10/1/2023
Public Officials & Employment Practices Liability	<p>\$5,000,000 Public Officials Management Liability</p> <p>\$5,000,000 Employment Practices Liability</p> <p>\$5,000,000 Policy Aggregate</p> <p>\$25,000 Retention Each Claim Including LAE</p> <p>\$50,000 Crisis Management</p>	10/1/22	10/1/2023
Vessel	<p>\$55,000 Hull & Machinery</p> <p>\$1,000 Deductible</p> <p>\$1,000,000 Protection & Indemnity</p> <p>\$5,000 Deductible</p> <p>\$1,000,000 Excess Collision Limit</p>	10/1/22	10/1/2023