

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**



Settle down.

**CITY OF GRAND FORKS
REQUEST FOR PROPOSAL
INSURANCE SERVICES
2017-2019**

Date of Issue: October 31, 2016

Overview of the Requirements

The City of Grand Forks is issuing this Request for Proposal seeking proposals from qualified insurance companies for the supply of property, crime, and boiler and machinery insurance for 2017 and subsequent two years, with coverage effective January 1, 2017.

Sealed Proposals will be received by 3:00 pm Pacific Time, November 18, 2016 at:

City of Grand Forks
Corporate Services, City Hall
7217 4th Street
Grand Forks, BC V0H 1H0
Attention: Corporate Office

or by e-mail to:

corporate@grandforks.ca
Subject line: RFP Insurance Services 2017

Note: Faxed Submissions will not be accepted.

City of Grand Forks Designated Contact Person:

Juliette Rhodes, Chief Financial Officer
Box 220, 7217 4th Street
Grand Forks, BC V0H 1H0
Fax: 250-442-8000
Email: jrhodes@grandforks.ca

The City of Grand Forks reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the City to accept or reject any proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work, in its sole and unfettered discretion. This Request for Proposal does not commit the City to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City staff.

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

TABLE OF CONTENTS

1.0	INSTRUCTIONS TO PROPONENTS	3
1.1	ENQUIRIES	3
1.2	CLOSING DATE AND TIME	3
1.3	AMENDMENTS AND WITHDRAWALS	3
1.4	ACCEPTANCE PERIOD	3
1.5	SUBSEQUENT INFORMATION	3
1.6	SOLICITATION	3
1.7	PROPONENT EXPENSES	4
1.8	NO OBLIGATION TO PROCEED	4
1.9	NO CONTRACT	4
1.10	CONFIDENTIALITY	4
1.11	PRICING	4
2.0	EVALUATION PROCESS AND CRITERA	4
3.0	SCOPE OF SERVICES	5
3.1	INSURANCE COVERAGE REQUIREMENTS	6
3.2	BROKER SERVICES	6
3.3	OPTIONAL SERVICES	6
4.0	TERMS AND CONDITIONS OF CONTRACT	
4.1	NOTIFICATION OF AWARD	6
4.2	INSURANCE	7
4.3	WORKSAFEBC COVERAGE	7
4.4	INDEMNIFICATION	7
4.5	ASSIGNMENT	7
4.6	TERMINATION	7
4.7	DISPUTE RESOLUTION	7
4.8	NOTICE	8
4.9	APPLICABLE LAWS	8
4.10	BUSINESS LICENSE	8
4.11	FUEL CONSUMPTION DATA	8
	APPENDIX A - SCHEDULE OF CURRENT INSURANCE COVERAGE	9
	APPENDIX B - SCHEDULE OF BUILDING REPLACEMENT VALUES	11
	APPENDIX C – MOBILE AND MISCELLANEOUS EQUIPMENT VALUES	13
	APPENDIX D – BUILDING CONTENTS VALUES	15
	APPENDIX C - CLAIMS HISTORY	16

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

1.0 INSTRUCTIONS TO PROPONENTS

Proponents are cautioned to carefully read and follow the instructions stated herein as the City of Grand Forks reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

1.1 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing, to the City of Grand Forks Designated Contact Person by 2:00 PM, local time, November 10, 2016. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted on the City's website at www.grandforks.ca, BCBid and CivicInfoBC. Questions received after the enquiry deadline will not be answered.

1.2 CLOSING DATE AND TIME

The Proponent shall submit its Proposal no later than 3 pm Pacific Time, Friday, November 18, 2016 (the "Closing Time"). Proposals shall be submitted in a sealed envelope or package clearly marked "**Request for Proposal (RFP) – Insurance Services**" to the attention of the Corporate Officer, City of Grand Forks, 7217 4th Street, Grand Forks, BC, V0H 1H0 or by e-mail to corporate@grandforks.ca.

Proposals will not be opened in public.

It is the Proponent's responsibility to ensure that its Proposal has been received by the Closing Time. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned unopened. The City of Grand Forks reserves the right, at its sole discretion, to extend the closing date and time.

1.3 AMENDMENTS AND WITHDRAWALS

Amendments to a Proposal may be submitted if delivered in writing to the address shown above prior to the Closing Time.

Proposals may be withdrawn by written notice only, provided such notice is received by the Corporate Officer or Designated Contact Person prior to the Closing Time.

1.4 ACCEPTANCE PERIOD

All Proposals shall be open for acceptance for (60) days after the Closing Time, whether or not another Proposal has been accepted.

1.5 SUBSEQUENT INFORMATION

Proponents are advised that all subsequent information regarding this RFP including any addendum will be posted on the City's website at www.grandforks.ca, BCBid and CivicInfoBC. Notification will not automatically be sent to Proponents. It is the Proponent's sole responsibility to ensure all notifications, addenda and additional information are obtained.

1.6 SOLICITATION

The Designated Contact Person for the Corporation of the City of Grand Forks is the City's only representative authorized to communicate and otherwise deal with Proponents and all Proponents must communicate and otherwise deal with that person only. Contact with any other City representative, including Members of Council, officers or employees of the City regarding this RFP or a Proponent's submission may result in that proposal being removed from consideration for this and any future competitions.

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) they feel their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.7 PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

1.8 NO OBLIGATION TO PROCEED

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City.

1.9 NO CONTRACT

This RFP is not a tender process, and the submission of any response to this RFP does not impose any contractual, tort, or other legal obligation on the City of Grand Forks, or any officer or employee of the City.

1.10 CONFIDENTIALITY

All Proposals submitted to the City of Grand Forks become the property of the Corporation, and as such, are subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The Corporation of the City of Grand Forks will make every effort to maintain the confidentiality of each proposal, but proponents are advised that the contents of such proposals may be subject to disclosure if a request for access is made under the *Freedom of Information and Protection of Privacy Act*.

1.11 PRICING

All prices must be stated in Canadian funds, with the Goods and Services Tax shown as a separate line item, if applicable.

2.0 EVALUATION PROCESS AND CRITERIA

Evaluations of proposals will be completed by a team comprised of City of Grand Forks staff.

The City of Grand Forks will evaluate the Proposals received on the basis of the overall best value to the City, based on quality, service, and any criteria set out herein based solely on the City of Grand Forks' assessment of the Proposal, including, but not limited to the following criteria and any other relevant information provided by the Proponent.

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

Personnel Qualifications and Related Experience

Professional qualified personnel with demonstrated skills, experience and expertise in insurance, preferably with an understanding of municipal operations, insurance and risk management.

Please provide a description of your firm, including the following information:

- the number of years you have been conducting business as an insurance broker
- your experience in providing services to similar clients
- the size of your firm in terms of people and clients, both locally and nationwide (if applicable)
- a general statement of your specialization and expertise

Submission

Methodology and approach

Service and support

Responsiveness to the RFP and demonstrated willingness to comply with the terms and conditions of the RFP.

Financial

Fees

Value Added Benefits

Sustainability

Describe how the company incorporates green or sustainable business practices or technology

The City of Grand Forks reserves the right, at its sole discretion, to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the City of Grand Forks be required to offer any modified terms to any Proponent prior to entering into a contract, and the City of Grand Forks will not be liable to any Proponent as a result of such negotiations.

Proponents are hereby notified that the lowest or any Proposal need not be accepted and the City of Grand Forks reserves the right to reject or accept any or all Proposals in whole or in part at any time without further explanation.

The acceptance of any Proposal is subject to funds being legally available to complete this transaction and/or approval by the City's Council. The City of Grand Forks is not under any obligation to award a contract and reserves the right at its sole discretion to terminate or amend this RFP at any time.

3.0 SCOPE OF SERVICES

The City of Grand Forks is requesting proposals from qualified General Insurance Brokers for the provision of insurance coverage for 2017 and subsequent two years, with the possibility of renewal for a further two years, subject to satisfactory performance and service. The initial policy coverage term is January 1st to December 31st, 2017.

The City is a member of the Municipal Insurance Association for its Liability Insurance Coverage.

The City is not seeking proposals for General Liability Coverage, fleet insurance or group benefits.

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

3.1 INSURANCE COVERAGE REQUIREMENTS

Proposals must include, but are not limited to, insurance coverage for the following required items:

- Property Insurance
- Crime Insurance
- Comprehensive Dishonesty, Disappearance and Destruction
- Boiler and Machinery

The City has provided appendices attached to this RFP of its current insurance limits and values for replacement. Building replacement values have been determined from a recent appraisal and are current as of September 2016. The City, however, makes no representations as to the accuracy of the mobile and miscellaneous equipment values listed.

The rates quoted in the successful proposal shall be the maximum used for the new policy.

3.2 BROKER SERVICES

The Insurance Broker's services will include, but not be limited to, the following general insurance broker services:

- a) Review of existing insurance policies and coverage needs
- b) Identification of viable underwriter markets which meet the City's insurance needs
- c) Recommendation of changes and additional coverages to eliminate risk and insurance gaps
- d) Provision of certificates of insurance
- d) Claims management and dispute resolution

The Insurance Broker shall designate a representative who will provide overall administration of the contract and who shall be the point of contact for the City on issues relating to the contract.

3.3 OPTIONAL SERVICES

The Proponent may propose any other related services which it believes may be beneficial or desirable to the City. Please identify the additional costs associated with such services.

4.0 TERMS AND CONDITIONS OF CONTRACT

4.1 NOTIFICATION OF AWARD

Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services.

The following general conditions will apply to the Contract.

Proponents must include with their Proposal a full description of any proposed deviations from these Terms and Conditions, together with an explanation of why they are unable to comply with these Terms and Conditions.

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

4.2 INSURANCE

The successful Proponent shall procure and maintain through the term of the Contract, at its own expense and cost, the following insurance policies:

- a) Commercial General Liability insurance in an inclusive amount of not less than two million dollars (\$2,000,000) per occurrence or accident. Minimum coverage must include cross-liability and severability of interest, non-owned automobile liability, contingent employer's liability, professional liability, blanket contractual liability, broad form property damage, broad form completed operations, and operation of attached machinery, with the City of Grand Forks, its officers, officials, employees, servants, and agents named as additional insured, and have policy deductible not exceeding five thousand dollars (\$5,000) for any one accident of occurrence.
- b) Motor Vehicle Third Party Legal Liability Insurance in an amount not less than three million dollars (\$3,000,000) per occurrence.

4.3 WORKSAFEBC COVERAGE

The Broker shall be in good standing with WorkSafeBC and shall, upon request, provide a WorkSafeBC registration number and confirmation of good standing.

4.4 INDEMNIFICATION

The Broker shall indemnify, hold and save harmless the City of Grand Forks from and against all claims, losses, damages, costs, actions and other proceedings made, sustained, brought or prosecuted in manner, based upon, occasioned by attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Broker, his employees, officers, volunteers, servants or agents or persons from whom the Broker has assumed responsibility in the performance or purported performance of the contract.

4.5 ASSIGNMENT

The Proponent will not, without written consent of the City of Grand Forks, assign or transfer the contract or any part thereof.

4.6 TERMINATION

The City of Grand Forks reserves the right to terminate the Contract, at its sole and absolute discretion, upon giving 60 days written notice to the successful Proponent of such termination.

The City of Grand Forks may, by notice of default to the Broker, immediately terminate part or all of the contract if the Broker fails to make delivery of the goods and/or services within the time specified, or fails to perform any other provisions, terms or conditions of the contract within the time specified, or within a reasonable time if no time is specified.

The City reserves the right to call in alternative services if the Broker is unable to provide the service when it is requested.

4.7 DISPUTE RESOLUTION

The parties to the contract agree to attempt to resolve disputes arising out of or in connection with the contract, or in respect of any legal relationship associated with it, or

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

from it, by mediated negotiation with the assistance of a single person appointed by the British Columbia International Commercial Arbitration Centre administered under its Mediation Rules. The cost of any such mediation shall be borne equally by the parties hereto. The arbitration shall take place in the City of Grand Forks, British Columbia or upon a mutually agreed location.

4.8 NOTICE

Any notice required to be given or made in the contract shall be given or made in writing and shall be served personally or mailed by registered mail addressed to the City of Grand Forks and to the Proponent at the address set forth in its Proposal.

The awarding of a contract does not permit the successful Proponent to advertise its relationship with the City without the City's prior authorization.

4.9 APPLICABLE LAWS

The laws of the Province of British Columbia shall govern the contract.

4.10 BUSINESS LICENSE

The successful Proponent is required to have a valid business license in the municipality where its head office is located and for all municipalities where it will be performing services under the contract.

4.11 FUEL CONSUMPTION DATA

The City of Grand Forks will require the successful Proponent to communicate the quantity of fuel used to operate vehicles, equipment and machinery as part of the delivery of the services described in the contract within thirty (30) days of the date of completion of the project. Fuel consumption associated with the provision of these services must be provided to the City of Grand Forks.

Data provided should include the following information:

- number of vehicles, by vehicle class, used to deliver the contracted service (heavy duty, light duty, off road);
- type of fuel consumed by each vehicle class (e.g. diesel / gasoline / natural gas / ethanol blend/ biodiesel blend); and
- litres of fossil fuels consumed in relation to the service delivered under the contract in each vehicle class, from the award date of the contract up to the completion date.

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

APPENDIX A

SCHEDULE OF COVERAGE CURRENTLY IN EFFECT

<u>Coverage Description</u>	<u>Limit</u>
Property	
Total Insured Values; Flood Aggregate; Earthquake Aggregate	\$57,855,170
<u>Sub-limits:</u>	
Property in Transit	\$250,000
Property Under Construction	\$1,000,000
<u>Extension of Coverage (not a comprehensive list):</u>	
Extra Expense	\$500,000
Automatic Coverage	\$1,000,000
Professional Fees	\$250,000
Accounts Receivable	\$250,000
Valuable Papers	\$250,000
Consequential Loss	\$500,000
Expediting Expenses	\$500,000
Off Premises Utility Failure	\$100,000
Any Other Location	\$350,000
Deductible - \$5,000 for all claims except:	
Earthquake - 5%	
Flood - \$25,000	
Equipment and contents - \$1,000	
Signs - \$1,000	
 Boiler and Machinery Breakdown	
Direct Damage	\$10,260,690
Extra Expense	\$100,000
Professional Fees	\$500,000
Ammonia Contamination	\$500,000
Water Damage	\$500,000
Data and media	\$50,000
Mould	\$50,000
Hazardous Substances	\$500,000
Errors and Omissions	\$1,000,000
Spoilage	\$50,000
Deductible - \$2,500 on Pressure Objects, Electrical, Mechanical, Extra Expense, Production Machines	
- All other objects - \$1,000	

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

Comprehensive Dishonesty, Disappearance and Destruction

Employee Dishonesty	\$200,000
Loss Inside or Outside the Premises	\$10,000
Robbery or Safe Burglary	\$10,000
Money orders and Counterfeit Currency	\$10,000
Forgery or Alteration	\$200,000
Credit Card Forgery (nil deductible)	\$100,00
Computer Fraud or Fund Transfer Fraud	\$200,000
Pension or Employee Benefit Plan (nil deductible)	\$200,000
Claims Expense (nil deductible)	\$10,000
Deductible - \$2,500 any one loss, except as noted	

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

**APPENDIX B
BUILDING VALUES**

BLDG#	BUILDING NAME	ADDRESS	REPLACEMENT VALUE
	1 - CORPORATE SERVICES		
B001	CITY HALL	7217 4TH STREET	2,836,000
B002	ART GALLERY (HERITAGE COURT HOUSE)	524 CENTRAL AVENUE	5,098,000
B003	LIBRARY	7340 5TH STREET	2,608,000
B004	FIRE HALL	7214 2ND STREET	2,140,000
B062	HIGHWAY SIGN EAST (EXPO)	HIGHWAY 3	20,300
B06.2.01	COMMUNITY ENTRANCE SIGNS (2)	HIGHWAY 3	40,000
B063	STAR ON THE MOUNTAIN	OBSERVATION MOUNTAIN	10,000
B066	CIRCUIT COURT / SD #51 BUILDING	525/555 CENTRAL AVENUE	2,023,000
B071	WOODWORKERS GUILD BUILDING		326,000
B072	WHISPERS OF HOPE BUILDING	7212 RIVERSIDE DRIVE	540,000
B073	CHURCH / RESIDENCE		809,000
	2 - COMMUNITY SERVICES		
B035	FIRE TRUCK SHELTER	GYRO PARK	13,900
B036	BUGGY SHELTER	GYRO PARK	52,900
B037	STAGE COACH SHELTER	GYRO PARK	39,100
B038	CITY PARK WASHROOM NO. 1	CITY PARK	107,200
B038.01	CITY PARK WASHROOM NO. 3 & STAGE	7151 4TH STREET	88,000
B039	CITY PARK OFFICE	7162 5TH STREET	16,700
B039.01	SPRAY PARK	CITY PARK	242,000
B039.02	TOT LOT CITY PARK	CITY PARK	60,000
B040	CONCESSION BUILDING/ PUBLIC WASHROOM NO. 2	7091 7TH STREET	228,000
B042	GRANDSTANDS, JAMES DONALDSON PARK	1924 75TH AVENUE	1,559,000
B04.2.01	POWER DISTRIBUTION BUILDING		20,000
B043	DUGOUTS - JAMES DONALDSON PARK	1924 75TH AVENUE	44,900
B044	BABE RUTH FACILITY	2051 7TH AVENUE	500,000
B045 B046	FLOOD LIGHT CONTROL ROOM	JAMES DONALDSON PARK	173,000
B045 B047	BLEACHERS	JAMES DONALDSON PARK	241,400
B048	TICKET BOOTH	1924 75TH AVENUE	8,200
B049	TENNIS COURT WASHROOM	BARBARA ANN PARK	23,700
B049.01	OUTDOOR TENNIS COURT	BARBARA ANN PARK	65,000
B050	ANGUS MACDONALD PARK WASHROOM BUILDING	2699 68TH AVENUE	124,000
B050.01	DUGOUTS - ANGUS MACDONALD	2699 68TH AVENUE	23,700
B050.02	BLEACHERS AND FENCING - ANGUS MACDONALD	2699 68TH AVENUE	29,500
B051	WASHROOM/ CONCESSION - DICK BARTLETT	2051 72ND AVENUE	116,600
B052	DUGOUTS (6 UNITS) - DICK BARTLETT	2051 72ND AVENUE	38,900
B059	HALL	586 72ND AVENUE	341,000
	3 - PUBLIC WORKS		
B006	PUBLIC WORKS BUILDING	130 INDUSTRIAL DRIVE	3,360,000
B006	PUBLIC WORKS PARKING GARAGE	130 INDUSTRIAL DRIVE	272,000
B007	PUBLIC WORKS ELECTRICAL STORAGE	130 INDUSTRIAL DRIVE	19,500
B008	PUBLIC WORKS OIL STORAGE SHED	130 INDUSTRIAL DRIVE	109,000
B009	PUBLIC WORKS SAND STORAGE	130 INDUSTRIAL DRIVE	22,600
B010	PUBLIC WORKS SANDER STORAGE	130 INDUSTRIAL DRIVE	9,600
B011	PUBLIC WORKS WATER PIPE/ HYDRANT STORAGE SHED	130 INDUSTRIAL DRIVE	16,600
B012	PUBLIC WORKS QUONSET BUILDING	130 INDUSTRIAL DRIVE	20,000
B013	PUBLIC WORKS DRY STORAGE METAL TRAILER	130 INDUSTRIAL DRIVE	18,200
B013.01	GREENHOUSE	130 INDUSTRIAL DRIVE	25,000
B016	ELECTRICAL SUB STATION	398 68TH AVENUE	232,000

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

BLDG#	BUILDING NAME	ADDRESS	REPLACEMENT VALUE
B060	CEMETERY CARETAKERS OFFICE	1600 66TH AVENUE	51,200
B061	CEMETERY STORAGE SHED		1,000
B064	UTILITY BUILDING (OLD CLIFTON SHOP)	7700 7TH STREET	57,600
B070	ANIMAL POUND	8120 DONALDSON DRIVE	330,000
	4 - UTILITIES • WATER		
B014	EAST ZONE RESERVOIR	7978 VALLEY HEIGHTS DRIVE	1,142,000
B014.01	EAST ZONE RESERVOIR CONTROL BUILDING	7978 VALLEY HEIGHTS DRIVE	11,600
B015	HIGH ZONE RESERVOIR	VALLEY HEIGHTS	1,449,000
B017	BOOSTER PUMP HOUSE	7377 VALLEY HEIGHTS DRIVE	190,000
B018	PUMP HOUSE - PRESSURE REDUCTION STATION	RIVERSIDE DR & CENTRAL AVE	203,700
B019	HUTTON SCHOOL PUMP HOUSE (WELL 2)	2879 75TH AVENUE	319,000
B020	WELL NO. 3	2505 68TH AVENUE	351,000
B021	WELL NO. 3A	2503 68TH AVENUE	656,000
B022	WELL NO. 4	7041 19TH STREET	86,000
B023	WELL NO. 5	7041 19TH STREET	679,000
B024	CHLORINATION BUILDING	6450 2ND STREET	303,000
	5 - UTILITIES - SANITARY		
B025	SEWAGE TREATMENT PLANT- CONTROL BUILDING	165 INDUSTRIAL DRIVE	653,000
B026	SEWAGE TREATMENT PLANT	165 INDUSTRIAL DRIVE	7,433,000
B027	SEWAGE TREATMENT PLANT- GENERATOR BUILDING	165 INDUSTRIAL DRIVE	328,000
B028	SEWER LAGOON / AERATOR	65TH AVENUE	1,066,000
B029	CITY PARK LIFT STATION	7151 4TH STREET	500,000
B030	BOUNDARY SEWAGE LIFT STATION	7716 BOUNDARY DRIVE	293,000
B031	GRANBY SEWAGE LIFT STATION	7305 HIGHWAY 3	270,000
B032	RUCKLES INDUSTRIAL AREA SEWAGE LIFT STATION	6565 INDUSTRIAL PARKWAY	426,000
B033	VALMAR SEWAGE LIFT STATION	6080 18TH STREET	246,000
B034	BRYCEN PLACE SEWAGE LIFT STATION	BRYCEN PLACE	246,000
	6 - AIRPORT		
B053	AIRPORT TERMINAL BUILDING	5980 2ND STREET	239,000
B054	AIRPORT TRANSMITTER/ AWOS BUILDING	5980 2ND STREET	207,000
B055	OIL SHED	5980 2ND STREET	2,000
B056	AIRPORT FUEL TANK AND PUMPS	5980 2ND STREET	158,000
B057	AIRPORT GENERATOR BUILDING	5980 2ND STREET	63,100
B100	AIRPORT BEACON SITES (DANVILLE)		14,000
B101	AIRPORT BEACON SITES (MORRISSEY)		15,000
B102	AIRPORT BEACON SITES (RESERVOIR)		15,000
B103	AIRPORT BEACON SITES (USCC)		15,000
B104	AIRPORT BEACON SITES POWERED (CBC)		15,000
B105	AIRPORT BEACON SITES POWERED (DEHAAN'S)		14,000
B106	AIRPORT BEACON SITES POWERED (STONE'S)		14,000
B107	AIRPORT BEACON SITES POWERED (MEHMAL'S)		14,000
B108	AIRPORT BEACON SITES POWERED (HAMPF'S)		14,000
	TOTALS:		42,801,700

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

**APPENDIX C
MOBILE EQUIPMENT**

<u>Item #</u>	<u>Unit #</u>	<u>Quantity</u>	<u>Description</u>	<u>Year</u>	<u>Value</u>
HEAVY EQUIPMENT					
1	7734	One	John Deere Loader 544K S/N DW544KP622755	2009	\$ 186,000
2	7739	One	Caterpillar Grader, S/N 3N2246	1973	100,000
3	7737	One	Caterpillar Loader 950, S/N 31K2131	1980	125,000
4	7738	One	SMI Snow Blower, S/N 45159 TR SICARD	1974	60,000
5	7735	One	426C Caterpillar IT Stock No. 102174, S/N 1YR00732	1999	125,000
MOBILE EQUIPMENT					
6	7764	One	SI Simpson Trailer Mounted Generator, S/N SP10D3PM	1984	30,000
7	7760	One	Cummins Standby Generator, S/N 2G9FTG572Y1031742	2000	40,000
8	7765	One	Sullivan-Palatek Air Compressor S/N 4YACC12185N025443	2005	15,000
9	7775	One	Marge Cargo Trailer Sound Equipment Trailer, S/N 3BE0813171027270	2007	4,000
10	7761	One	MB Broom Sweeper S/N 139257698081865	1998	25,000
11	7862	One	Vermer Chipper S/N 1VRK0816XW1002092	1998	34,000
12	7765	One	Agrimetal Model 4000V Box S/N 2BG60606500027268	2006	16,000
TRACTORS & MOWERS					
13	7751	One	John Deere Front End Loader, S/N LV510S332151	2000	40,000
14	7756	One	Ford Tractor incl. attachments. S/N C521766	1977	50,000
15	7753	One	Excel Hustler Mower, S/N 0053682	2001	30,000
16	7750	One	John Deere Skid Steer S/N T00240926748 Digger	2004	25,000
17	7758	One	MTC 9700 Hydrostat "Holder" Multiple Use, S/N 52410499	2006	100,000
18	7755	One	John Deere Mower S/N MOF935X476695	1988	35,000
19	7854	One	Toro Mower S/N 312000	1995	28,000
VEHICLES OVER 2 TON					
20	7720	One	Vactor Truck Water & Sewer S/N IHTGBADR01H323171	2001	250,000
21	7722	One	International Crane Truck With Deck System, S/N 1HTSDAARWWH525032	1998	125,000
23	7725	One	Freightliner Water Tanker Truck, S/N 1FV3HFBA3SL609992	1995	75,000
24	7726	One	IHC 5 Ton Dump/Sander Truck Snowplow S/N 1HTSDZZR2LH261142	1990	75,000
25	7727	One	IHC 5 Ton Dump Sander Truck, S/N 1HTSDZZR4LH261143	1990	75,000
26	7729	One	International Electrical Line Truck S/N 1HTMMAAR97H456666, Pole Setter	2007	225,000
27	7731	One	IHC 5 Ton Dump/Sander Truck (Snow Blade Belly Plow) S/N 1HTZZAAR68J685825	2008	130,000
28	7721	One	IHC Dump/Sander Truck 5081GC S/N 1HTSDAAP7WH52503	1998	65,000
29	7732	One	International Electrical Line Truck, GIRAFF, S/N 1HTMKAZR7BH337968	2010	220,000
30	7730	One	Sterling Street Sweeper, S/N 49HAADB17DC61638	2007	200,000

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

FIRE AND EMERGENCY					
31	7243	One	Emer One Fire Truck S/N 4ENRBCA86V1007477	1997	300,000
32	7244	One	International Fire Truck S/N IHTWCADR02J038568	2002	325,000
33	7250	One	Rasenbauer Aerial Ladder Truck - S/N	2014	1,071,000
MISCELLANEOUS EQUIPMENT					
34			Miscellaneous Equipment For Fire Truck Items No. 31,32,33 Portable Equipment \$80,000 Per Truck		240,000
35		One	Image Sewer Line Inspection Cat (Camera), Model #2C S/N 599	1995	30,000
TOTAL					\$ 4,474,000

MISCELLANEOUS EQUIPMENT

Item	Description	Value
1	Two-way Radio and Miscellaneous Communication Equipment	\$ 27,500
2	Aluminum Welder MIG Power	7,095
3	Dust Control Tank (Spray-Air 5700)	9,150
4	Anti-Ice Distribution System (Spray-Air 1000E)	18,117
5	Sound Equipment	6,000
7	Kubota RTV 1100CWX, S/N 35615	28,920
NET MISCELLANEOUS EQUIPMENT TOTAL		\$ 96,782
<i>* Declared at Museum location per SOV</i>		
6*	Museum Collection/Artifacts and Equipment including	\$ 211,350
	a) One (1) Steam Pumper@ \$30,000, located at 7214-2nd Street	
	b) Two (2) Smelter Models @ \$20,000 each, located at 7214-2nd Street (upstairs)	
	c) Two(2) CPR Models @ \$20,000 each located in the Public Works Yard (upstairs)	
	d) Miscellaneous items, warranted no individual	

**RFP – INSURANCE SERVICES
CORPORATION OF THE CITY OF GRAND FORKS**

**APPENDIX D
BUILDING CONTENTS**

DESCRIPTION	ADDRESS	CONTENTS VALUE
Administration		
City Hall	7217 - 4th Street	298,466
Computer & S/W		417,530
Library		
Tenants Improvements (Art Council)	7342 5th Street	63,954
Art Gallery (not required upon pending lease renewal)	524 Central Avenue	325,000 *
CircuitCourt Mall	525/555 Central Avenue	216,960
Fibre Optic Equipment	525 Central Avenue	
Spam Firewall		12,000
Back Up Server		64,000
Public Internet Access/Firewall		10,000
Scada Water & Sewer Switches (2)		12,000
Server		16,000
Ups For Scada Switches		1,500
Fibre Patch Cords		2,000
Generator		30,000
Fire Department		
Fire Hall	7214 2nd St.	201,960
Public Works Department		
Public Works Furnace/Air Conditioner		9,180
Public Works Bldg. (85)	130 Industrial Drive	532,950
Computer Equip. & Software		56,100
Oil Shed, Storage Bldgs #1 & #2		67,320
Public Dry Storage Metal Trailer		10,000
East Zone Reservoir Control Station		55,000
Hutton School Pump House (Well 2)	75th Avenue	70,000
Well #3A House	68th Avenue	70,000
Emergency Pump For Well 3A	68th Avenue	16,002
Well # 5	19th Street	70,000
Backup Generator For Wells 4	19th Street	98,405
Sewage Treatment Plant	2nd Street	983,994
Sewage Treatment Generator B	2nd Strret	70,000
Flygt Pump		9,275
Miscellaneous		
Airport Terminal		5,610
Transmitter Bldg. & Awos (All Weather Operating)		300,000
Generator Bldg (Hold Light System)		75,000
Personal Property		11,220
Electrical		
Primary Dist System Upgrades		6,962
Machinery		
Backup Server For Fibre Room		34,931
Kvm Console For Fibre Server R		1,195
Kvm Console For Server Room		2,322
Crack Sealing Equipment		8,763
TOTAL		4,235,599

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

CLIENT REPORT Grand Forks, Corporation Of The City Of

For Period : 01-Jan-11 to 31-Dec-16 -- by date of loss

Term 1/1/2012 to 1/1/2013 Policy #: WC2012/465

Insurers: Royal & Sun Alliance -- 100%

Claim # 20120654 Loss Date 17-Apr-12 Location Airport - Beacon Sites S 09-Nov-12 Class Vandalism
 Paid \$2,385.82
 Int.Pmt \$0.00
 Clm Reserve \$0.00
 Unknown person(s) removed silver panels, solar panels from one of the Airport Beacon sites at Morrissey & Reservoir
 RSA Policy: COM027058469

Third Party: Grand Forks, BC
 Deductible \$2,500.00
 Rec'd: \$0.00
 Total: \$0.00
 Paid \$2,385.82

Exp Reserve: C\$0.00
 Recovery: \$0.00
 Expenses: C\$0.00

Insurers: Royal & Sun Alliance -- 100%

Claim # 20130147 Loss Date 20-Jul-12 Location Grand Forks, BC
 Closed 15-Jul-13 Class Windstorm
 Paid \$26,100.51
 Int.Pmt \$0.00
 Clm Reserve \$0.00
 Windstorm caused damage to property-
 May/13 Claim settled and closed

Third Party: Grand Forks, BC
 Deductible \$2,500.00
 Rec'd: \$0.00
 Total: \$0.00
 Paid \$26,100.51

Exp Reserve: C\$0.00
 Recovery: \$0.00
 Expenses: C\$0.00

Term Total CDN \$0.00 (Expenses) \$0.00 (Clm Reserve) \$0.00 (Interim pmts) \$26,486.33 (Amount Paid)

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

CLIENT REPORT

Grand Forks, Corporation Of The City Of

For Period : 01-Jan-11 to 31-Dec-16 -- by date of loss

Term 1/1/2013 to 1/1/2014

Policy #: WC2013/529

Insurers: Royal & Sun Alliance -- 100%

Claim #	Loss Date Location	Open	Class	Clim Reserve	IntPmt	Paid
20130946	19-Sep-13 City Hall		Fire	\$500,000.00	\$0.00	\$0.00
			Contents	\$0.00	\$0.00	\$100,000.00
			Extra Expense	\$50,000.00	\$0.00	\$0.00

Grand Forks, BC

Suspicious fire occurred at the insured's City Hall. The local police and fire department have cordoned off the area.

STATUS:

Oct. 1/13 - Belfor Restorations on site arranging for cleanup and removal of records; U/W awaiting report from property appraisal before setting reserves.

Nov. 21/13 - Received significant increase in reserves; interim payment of \$100,000 made to insured; emergency mitigation to be completed by Nov. 29/13; meeting arranged with Belfor early next month to finalize the scope of repairs.

Feb. 18/14 - ACV payment (approx. \$378,000) issued on Jan. 30/14; adjuster going over the list of items submitted by the insured to sort between contents, equipment and extra expense; subrogation unit is actively involved.

April 21/14 - The insured raised issues on code upgrades required to the building; U/W to work with the insured in retaining an architect.

June 20/14 - U/W advise that the repairs are underway.

Aug. 11/14 - Adjuster indicated that the repairs should be completed by late October.

Dec. 4/14 - Adjuster advised that the insured is anticipating to be back in City Hall later this month with the official opening in Jan./15.

Feb. 3/15 - Adjuster advised that repairs are complete and payment has been made to insured; currently reviewing change orders from the insured to determine if they relate to the fire along with professional fees submitted and claimed by the insured; final meeting to be held with the insured in the next few weeks.

Third Party:	Canada	Deductible	\$2,500.00	Total:	\$550,000.00	\$0.00	\$100,000.00
Exp Reserve:	C\$25,000.00	Rec'd:	\$0.00				
	U\$0.00	Recovery:	\$0.00				
		Expenses:	C\$0.00				

Term Total CDN \$0.00 (\$550,000.00) \$0.00 \$100,000.00

(Expenses)

(Clim Reserve)

(Interim pmts (Amount Paid))

RFP – INSURANCE SERVICES CORPORATION OF THE CITY OF GRAND FORKS

CLIENT REPORT Grand Forks, Corporation Of The City Of

For Period : 01-Jan-11 to 31-Dec-16 -- by date of loss

CLIENT REPORT SUMMARY SECTION

OPEN Claims: 1
 CLOSED Claims: 2
 TOTAL Claims: 3

Canadian Amounts
 Total Clm Reserve: \$550,000.00
 Total Amount Paid (including interim payments): \$128,486.33
 Total Expenses: \$0.00

Recovery Received: CDN \$ 0.00

Total Expense Breakdown: CDN \$
 Fees: \$0.00
 Appraisal: \$0.00
 Legal: \$0.00
 Medical: \$0.00
 Other: \$0.00

SUMMARY CDN \$
 Total Claims Reserves : \$550,000.00
 Total Claim Paid : \$128,486.33
 Total Expense Reserves : \$25,000.00
 Total Expenses Paid : \$0.00
 Total : \$703,486.33

Less Recoveries Received : \$0.00
 Grand Total : \$703,486.33