



Fulton County, GA

Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

ADDENDUM NO. 2 Request for Proposal – 11RFP79694C-MT Insurance/OCIP Broker Services Fulton County, Georgia

August 16, 2011

Dear Vendors:

This addendum is in reference to the 11RFP79694C-MT
Insurance/OCIP Broker Services

1. The Insurance/OCIP Broker Services RFP (#11RFP79694C-MT) shall be amended to include the following professional services:
 - Administrator services for the purpose of managing the Atlanta Fulton Public Library (AFPL) Construction Phase 1 - Owner Controlled Insurance Program (OCIP)
 - AFPL Construction Phase 1 – Surety Bond Execution Program
2. The bidders shall submit as part of their cost proposal, a separate cost/fee for the AFPL Construction Phase 1 – OCIP Administrator Services.
3. The payment for AFPL Construction Phase 1 - OCIP Broker Services, will not begin until the contractor has actually started performing the administrative services as required under the contract.
4. The AFPL Construction Phase 1 – OCIP will consist of the following insurance coverages:
 - General Liability (\$2M occurrence/aggregate w/\$25k deductible)
 - Excess Liability (\$20M follow form to underlying primary GL w/\$0 deductible)
 - Contractor Pollution Liability (\$5M occurrence/aggregate plus 5 year completed operations w/\$25k deductible)



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- Builders' Risk (Estimated new construction value of \$60,548,414 – estimated renovation value of \$6,893.880 w/\$25k deductible)
Completed Value Reporting Form Policy

5. The successful bidder shall provide those services outlined in the Amendment. The Scope of Services establishes the “minimum” requirements to be provided.

OCIP Administrator Services shall consist of the following:

- Underwriting Services
 1. Provide broad access to the insurance marketplace
 2. Represent Fulton County in all negotiations with insurers, underwriters, insurance regulator authorities and other parties with regard to the OCIP
 3. Work cooperatively with the project manager and Fulton County in issuing an Invitation to Negotiate (ITN) for the underwriting services regarding the OCIP
 4. Oversee, evaluate, and take applicable corrective actions when indicated regarding underwriting and premium billing
 5. Timely follow up with insurance carriers for the issuance of policies and endorsements
- Program Administrator Services
 1. Prepare all necessary OCIP materials, Program Manuals and Management Reports
 2. Assist in the resolution of contractor or subcontractor issues involving the OCIP
 3. Obtain any required additional information needed regarding the performance of the OCIP
 4. Administrator must have a designated account manager responsible for the effective operation of the contract
 5. Replacement of any key personnel is subject to the prior consultation and approval of Fulton County Risk Management
- Administrative Services
 1. Enforce the construction contract with the assistance of the project manager to ensure that all contractors and subcontractor are compliant



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2. Review and provide recommendations to Fulton County Risk Management on changes to enhance the performance of the OCIP
 3. Conduct quarterly meetings with the project manager, contractors and Fulton County Risk Management to review OCIP procedures
 4. Record minutes of the quarterly meeting and ensure proper follow up of all items/assigned tasks
 5. Ensure all OCIP Manuals are current and distributed to contractors and subcontractors accordingly
 6. Review bid schedules for work flow considerations
 7. Attend pre-bid and pre-construction meetings to explain OCIP procedures
 8. Issue Certificates of Insurance (COI) for each contractor and subcontractor enrolled in the OCIP
 9. Process enrollment forms and notify carrier of each new contractor and subcontractor enrolled in the OCIP
 10. Review and distribute insurance policies to contractors and subcontractors within 48 hours of receipt
 11. Collect and maintain COI's for subcontractors not enrolled in OCIP
 12. Submit a monthly claim/loss report to project manager and Fulton County Risk Manager
 13. Attend project management meetings (as requested) to review OCIP progress and issues
 14. Provide a Quarterly Management Report to include status of enrolled contractors/subcontractors, compliance with OCIP procedures and claims
 15. Prepare and present an annual OCIP Stewardship Report
 16. Prepare and present a closeout Stewardship Management Report to include financial performance and claims analysis
 17. Complete closeout of all projects to include audits and premiums
 18. OCIP records must be maintained and be retrievable for five (5) years following the expiration of a particular policy's term
 19. Handle annual renewal policies for the OCIP
- Claims Administration Services
 1. Develop formal claims handling procedures
 2. Review carriers' claim reporting requirements and provide recommendations to project manager and Fulton County Risk Management
 3. Prepare claims instruction manual for enrolled contractors and subcontractors



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4. Administer the day-to-day claims handling activities to include claims reporting, review of carrier reserves and resolution strategies

6. The Surety Bond Execution Program provides an opportunity to assist contractors, to include MBE/FBE firms, in obtaining the required bonds (bid, payment and performance).

Surety Bond Execution Program Services shall include the following:

1. Identify via the Fulton County Purchase Department, contractors interested in participation in the Surety Bond Execution Program
2. Consult and assist contractors in preparing a complete underwriting submission (application) to potential surety markets
3. Facilitate the introduction of contractors to co-surety arrangements and excess surety participation to increase surety bond capacity
4. Develop access to working capital loan facilities
5. Monitor submissions to track those approved, denied and pending
6. Provide Fulton County Risk Management and Purchasing Department with a Program Report outlining the results of each bond submissions, explanations for any denials and follow up activities in an attempt to procure bonding for denied contractors

7. The bidders shall submit a separate (Hourly Rate) cost /fee for the AFPL Construction Phase -1 Surety Bond Execution Program Services.

8. The AFPL Capital Improvement Program – Phase 1 Project Schedule/List is shown on Exhibit 5.

For additional information regarding this addendum contact Malcolm Tyson, Assistant Purchasing Agent at (404) 612-5811 or e-mail at malcolm.tyson@fultoncountyga.gov.

The undersigned propose acknowledges receipt of this addendum by returning one (1) copy with their bid. Failure to return a signed copy of this addendum with your bid may render your bid to be non-responsive.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

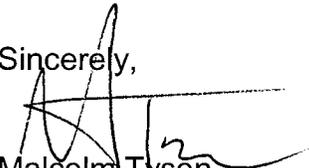


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Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

Sincerely,


Malcolm Tyson
Assistant Purchasing Agent

ACKNOWLEDGEMENT OF ADDENDUM

COMPANY NAME: _____

SIGNATURE: _____

TITLE: _____

DATE: _____

AFPL Capital Improvement Program

Phase 1

Exhibit 5

<u>Branch</u>	<u>Construction Start</u>	<u>Substantial Completion</u>	<u>Construction Cost Estimate</u>
Alpharetta	8/17/2012	12/16/2013	\$ 7,063,271.00
East Roswell	8/17/2012	12/16/2013	\$ 4,629,152.00
Northwest Atlanta	8/17/2012	12/16/2013	\$ 7,063,271.00
Stewart - Lakewood	8/17/2012	12/16/2013	\$ 7,063,271.00
Wolf Creek	8/17/2012	12/16/2013	\$ 7,063,271.00
Palmetto	11/30/2012	3/31/2014	\$ 3,254,130.00
Milton	11/30/2012	3/31/2014	\$ 7,063,271.00
Southeast Atlanta	11/30/2012	3/31/2014	\$ 4,629,152.00
South Fulton	11/30/2012	3/31/2014	\$ 3,639,750.00
Auburn Avenue	5/13/2013	9/11/2014	\$ 15,973,755.00

** - Original construction budget used.

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