

**P2016-14**  
**City of Salem**  
**Request for Proposals for Risk Management Coverage**  
**(Property/Liability/Workers Comp)**  
**July 12, 2016**

**BACKGROUND**

With a population of approximately 7,400, Salem is located in Marion County at the intersection of Interstate 57 and US Highway 50. Some notes and facts on the City of Salem:

- The City is operated under a Manager form of government, with a five member City Council. The total City budget for all funds and departments is approximately \$18.8 million for our FY17 (May 1 through April 30).
- The City is comprised of the following departments: City Hall, Police Department, Animal Control, Public Works Administration, Economic Development, Streets, Cemetery, Aquatic Center (city pool), Dept of Emergency Management, Garbage (closed landfill, no collection services), Library, Parks, Recreation, Water and Sewer, and Natural Gas.
- The City employs approximately 65 employees, including additional staff as follows: Bryan Bennett Library – 9 employees; Aquatic Center – approximately 50 seasonal employees; seasonal staff in Parks, Cemetery, and Streets.
- The City's risk management has been provided by ICRMT for the last several years. The City's coverage from ICRMT includes risk related to the City's Gas Department.
- Although not the subject of the current request, the City operates a partially self-insured health insurance plan administered by Mutual Medical. The City's plan year runs from May 1 through April 30.

**REQUEST**

The City of Salem seeks proposals for risk management coverage and related services for its coverage year beginning December 1, 2016. Generally speaking, coverages shall include liability, workers' compensation, and property.

**SUBMISSION PROCESS/TERMS**

1. **Intention to Submit Proposal →** Those who anticipate submitting a proposal are encouraged to report their intention to the City Manager. Name of the organization wishing to submit a proposal and contact information for the person responsible for the submission should be included with this communication. Contact information for City Manager is as follows:

Bill Gruen  
101 South Broadway  
Salem, IL 62881  
ctymgr@salemil.us  
(618) 548-2222 ext 13

2. **Deadline for Request for City Information** → City staff is prepared for the efforts that will be needed to fulfill requests submitted by firms necessary for and prior to making proposal to the City. The City asks that all firms intended to submit proposals for risk management coverage make their requests no later than August 17, 2016.
3. **Deadline for Final Proposal Submission** → Proposal may be mailed or hand delivered to the City of Salem no later than September 7, 2016 at 10:00. Submission received after this deadline will not be considered unless the deadline for submissions is extended by the City Manager.
4. **Description of City's Current Coverage** → The City is in the process of reducing to writing a description of the current coverages and limits purchased by the City. This information will be made available to those who intend to make proposal when it is available.
5. **Selection Process** → Those making submission should anticipate having a face-to-face meeting with City personnel/officials after submission deadline (now set for September 7) for the purposes of discussing the proposal submission. Thereafter, the City Council shall make final selection among proposals submitted.

Proposals will be available for public review after deadline, but they may not be edited or amended after submission to the City. The City reserves the right to request additional information or clarification from those submitting proposals. The City further reserves the right to accept the proposal which, in its judgment is the lowest cost and/or the best proposal, to reject any or all proposals, and to waive irregularities or informalities in any proposal submitted. **In other words, the City reserves the right to accept the proposal which, in its judgment, and regardless of cost, best accomplishes the project described in this request.** All firms making proposal agree that rejection of any proposal shall be without liability on the part of the City, and firms making proposal shall not seek recourse of any kind against the City because of such rejection. The filing of any proposal shall constitute an agreement of the firm making proposal to the terms and conditions of these Instructions to firms making proposal.

6. **Rights Reserved** → All rights and remedies afforded to the City of Salem by law, ordinance, or policy of the City shall be retained, whether or not specified in this proposal request.

Bill Gruen  
Salem City Manager

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