

GARLAND INDEPENDENT SCHOOL DISTRICT

**Purchasing Department
501 South Jupiter Road
Garland, Texas 75042
972/487-3009**

August 19, 2016

To all interested parties:

The Garland Independent School District, Garland, Texas is currently seeking proposals from qualified and interested insurers to provide **insurance for property** to include boiler and machinery, inland marine, and electronic data processing. We are also seeking proposals for crime insurance under this RFP. (RFP #363-17). **The District will utilize a two-step process for completing and making this award. First, markets will be assigned based on the information provided in this package. Second and finally, bid packages will be distributed with the market assignments.**

If you wish to submit a proposal, first, complete the market request forms and the proposer questionnaire form (included with this letter), and return these forms to the Purchasing Department no later than August 31, 2016, 10:30 a.m. After receipt of these two forms, the Garland ISD Director of Risk Management will assign markets based on defined criteria. **No market may be reserved without the express permission of Garland ISD.**

Please keep the following dates in mind as they are inflexible:

August 19, 2016 – RFP #363-17 invitation is published and advertised. Agents may start requesting markets from GISD.

August 26, 2016, 10:30 a.m. – Market requests due to the Purchasing Department, Garland ISD, 501 S. Jupiter Rd., Garland, Texas 75042.

August 31, 2016, 10:30 a.m. - Market assignments are allocated in writing by the Garland ISD Director of Risk Management. Terms & conditions and specifications and underwriting information will be distributed with the market assignments.

September 9, 2016 1:00p.m. – Last day to submit questions regarding RFP 363-17 or to request additional markets.

September 13, 2016 4:00p.m. – All addenda, if issued, will be sent via e-mail from the Purchasing Department to the registered proposers. In addition any addenda, if issued, will be posted on the district's website (<http://www.garlandisd.net/connect/do-business/current-opportunities>) by 4:00 P.M. It is the vendor's responsibility to check this website for addenda postings prior to submitting responses.

October 11, 2016, 10:30 am - deadline to submit insurance proposals to the Purchasing Department, Garland ISD, 501 S. Jupiter Rd., Garland, Texas 75042.

November Board Meeting – notification of proposal acceptance and bind coverage.

Saturday, December 3, 2016 - coverage begins.

January 5, 2016 – policies/contracts delivered.

Criteria that will be utilized in determining assignment of companies to insurance markets:

The proposer's questionnaire is to be completed by the agency. The market request form must be used and list a maximum of 3 insurance carriers in ranked preference to provide the coverage you propose. You must show the average annual premium dollars nationally for the past three years and the length of the relationship your firm has had with each insurance carrier. When assigning insurance companies to agencies, the District will use the following process:

- If an agent's first choice of carrier is not another agent's first choice, then it will be assigned to the one agent that listed it as first choice.
- If two or more agents list the same carrier as first choice, then the market will be assigned to the one agent with the largest premium relationship.
- If two or more agents list the same carrier as first choice and have comparable premium relationships, then the market will be assigned to the one agent with the longest relationship.
- If two or more agents list the same carrier as first choice and are comparable in all respects, the market will be assigned by drawing of lots.

After initial market assignments have been made by Garland ISD and forwarded, unassigned markets are open on a first come/first serve basis.

Any questions regarding this request for proposal and the insurance specifications should be directed in writing to bids@garlandisd.net with copies to Donald Friedel in the Purchasing Department, at dwfriede@garlandisd.net .

Sincerely,

John King, CPCU, ARM
Director, Risk Management

STEP 1: Invitation to Submit Proposals FACT SHEET

**Garland Independent School District
Garland, Texas 75042**

**Property Insurance to include Boiler and Machinery, Inland Marine,
And Electronic Data Processing, And Crime Insurance**

RFP # 363-17

Thank you for considering the property insurance needs of the Garland Independent School District (Garland ISD). Garland ISD has a student population of over 57,436 students. This year we will have an estimated 7,300 employees, of which approximately 4,800 are professional employees.

The school district has 49 elementary schools, 13 middle schools, and 7 high schools. Combined with our support facilities, Garland ISD has 80 operating locations in three cities, Garland, Rowlett, and Sachse. Property and contents is valued at approximately \$1.3 billion.

Every school is on a five-year renovation plan. Garland ISD has a federally mandated choice of school program which allows a family to choose the school their child will attend. Because of this program Garland ISD does a lot of renovation to keep all of their school facilities in the best condition. This work makes all of the schools attractive to encourage families to stay with their neighborhood school. This work also keeps the schools in compliance with current fire and life safety standards. All schools have security, fire, and smoke monitored (24/7) by a central in-house station, and use an in-house security patrol with direct connections to the local fire departments.

Garland ISD began its risk management program in November 1992. Each year this program has expanded where now each employee group and physical location is touched by the program. We have experienced very low frequency of property damage and have held the number of vehicle accidents relatively constant. The district and its various departments have won awards from the Texas Safety Association, Texas Association of School Business Officials, and Texas PRIMA in the area of loss reduction and innovative risk control.

The Garland ISD continues to take aggressive action in loss control and safety. The Garland ISD is very concerned and committed to making the District a safe place to work and attend classes, while keeping the costs of risk down and by protecting its physical assets.

There will be a two-step RFP process. The first step will be to assign markets. The proposer's questionnaire is to be completed by the agency along with the market assignment form for both property and crime markets by the specific deadline. The RFP specifics will then be sent with the specific market assignments. The current insurer for property insurance is Lexington Insurance (AIG). The agent is McGriff Seibels. McGriff will automatically be quoting Lexington so **DO NOT LIST LEXINGTON OR AIG AS ONE OF YOUR CHOICES FOR MARKET ASSIGNMENT**. The crime insurance is written with National Union Fire through Wells Fargo. **DO NOT LIST NATIONAL UNION FIRE OR AIG AS ONE OF YOUR CHOICES FOR THE CRIME MARKET**.

Garland I.S.D. Property Insurance Proposer Questionnaire RFP 363-17

Complete and return this form with the Market Request form immediately but no later than August 26, 2016 to the Purchasing Department, Garland ISD, 501 S. Jupiter Rd., Garland, Texas 75042

Agent/Company		Office Head	
Address		City, State, Zip	
Phone	Fax	800 #	

E-mail address:	Web Site:
Identify whether agency, direct writer:	
Date Founded/Opened	Total Number of Local Employees
Number of Texas School Clients	Number of Clients with greater than 5,000 employees

In-House Services – Contact Employee	In-House Services – Contact Employee
Service Rep -	Other -
Claims -	Other -
Loss Control -	Other -

	Account Executive	Backup Executive
Name		
Direct Office Phone		
E-Mail Address		
Home Phone		
Cell Phone		
Assistant		
Assistant Direct Phone		
Number School Clients		
Number Commercial Clients		
Years with Firm		
Years in Insurance		
Designations		
Previous Experience		

References	Contact	Phone