

NOTICE OF SOLICITATION

Notice Posted: 6-16-2015

Due Date and Time: July 2, 2015 at 10:00 a.m.

TAKE NOTICE: The Bayonne Municipal Utilities Authority 630 Avenue C, Rm. 11, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “Authority” and/or “BMUA”) is seeking to an professional services provider (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following profession title or service in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

PROFESSIONAL SERVICE/TITLE SOUGHT: “BMUA Professional Services - Risk Manager - Insurance Consultant”

DESCRIPTION: The Bayonne Municipal Utilities Authority (“BMUA”) desires to appoint a professional risk manager / insurance consultant as required in the bylaws of the New Jersey Municipal Utilities Joint Insurance Fund (the “FUND”) of which the BMUA is a member. Any contract awarded shall be subject to cancellation by the BMUA on 30 days notice with any work performed to the date of cancellation prorated accordingly.

Minimum Scope of Services:

A. The CONSULTANT will in exchange for the compensation provided for below shall:

1. Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
2. Assist the AUTHORITY in understanding the various coverages available from the FUND and the Municipal Excess Liability Joint Insurance Fund.
3. Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY’S authorization, place such coverages outside the FUND.
4. Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
5. Review Certificates of Insurance from contractor, vendors and professionals when requested by the AUTHORITY.
6. Review the AUTHORITY’s assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
7. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
8. Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT’s involvement does not include the work normally done by a public adjuster.
9. Perform any other risk management related services required by the FUND’s bylaws.

B. Compensation

In exchange for the above services, the CONSULTANT shall be compensated in the following manner:

1. The CONSULTANT shall be paid by the AUTHORITY a fee as compensation for services rendered, an amount equal to not more than six percent (6%) of the AUTHORITY’S annual assessment as promulgated

by the FUND. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.

2. For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in B(1).

AT A MINIMUM, THE RESPONDING FIRM OR ENTITY:

1. Must be a licensed insurance agent or broker for a minimum of five years with a demonstrated knowledge of municipal risk management, including at least a year of direct experience with the New Jersey Municipal Utilities Joint Insurance Fund.
3. Must maintain a current principal office within the State of New Jersey.
4. Must describe any special services available to municipal clients.
5. Must list all past and present municipal clients. Any experience or knowledge of matters that directly affect the BMUA should be addressed.
6. **INSURANCE REQUIREMENT.** The responding firm or entity must maintain professional liability (errors and omissions) insurance in an aggregate amount of at least \$1,000,000 during any contract awarded and shall prior to commencing work under any contract awarded or at any time requested by the BMUA furnish the BMUA with a certificate of insurance as evidence that it has procured and maintains the required coverage and shall give the BMUA a sixty (60) day notice of cancellation, non-renewal, or change in such insurance coverage. If the responding firm is awarded a contract and fails to obtain or maintain the required insurance, the firm or entity agrees fully indemnify the BMUA for any costs occasioned by the BMUA on account of any damage, claim or liability suffered by or arising against the BMUA with respect to the firm's actions under said contract including, but not limited to, attorney fees, and defense costs as well as the amount of any ultimate award or judgment.
7. **MUST COMPLETE AND RETURN THE SEALED SUBMISSION FORM AND ENCLOSURES BY THE DUE DATE SET FORTH IN THIS NOTICE.**

EEO COMPLIANCE. The contractor or subcontractor, where applicable, must agree to comply with any regulations promulgated pursuant to P.L. 1975, c. 127 (c. N.J.S.A. 10:5-31, et seq.), or in accordance with a binding determination of the applicable county employment goals determined by the Div. of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated pursuant to P.L. 1975, c. 127, (c. N.J.S.A. 10:5-31, et seq.), as amended and supplemented from time to time, and with the Americans with Disabilities Act; and understands that final execution of any contract for goods or services will be contingent upon documentation of that compliance in as detailed in the "general instructions and submission" criteria.

BE ADVISED THAT, absent an express written notice to the contrary in the detailed requirements, all proposals:

1. Are to be submitted on the standardized "**SUBMISSION FORMS – Professional Service Contract**" AND
2. Are Subject to the standardized "**GENERAL INSTRUCTIONS and CONTRACT REQUIREMENTS**".

The above mentioned standardized documents are available either as links to this posting or under the topic heading where this posting is found. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the Bayonne Municipal Utilities Authority, 630 Avenue C, 1st Floor, Rm. 11, Bayonne, NJ 07002. The BMUA office is open during regular business hours, 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SUBMISSION PROCESS, DEADLINE, CONTENTS, RECEIPT AND RIGHTS RESERVED:

1. Sealed Responses should be clearly marked on the outside of the envelope as a **“Response to Solicitation - BMUA Professional Services - Risk Manager - Insurance Consultant”**.
2. They should be mailed or delivered the attention of **“Tim Boyle, Executive Director BMUA, 630 Avenue C, Room 11, Bayonne, NJ 07002”** so that they are **RECEIVED on or before the Due Date and Time noted above**. Unless the due date and time are extended by the Authority, Submissions received late will not be considered.
3. **SUBMISSIONS SHOULD INCLUDE:**
 - A. The above noted “SUBMISSION FORMS – Professional Service Contract” which forms include and/or require:
 - (i). The “Proposal, Qualifications and Costs Submission Form” signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
 - (ii). A signed and notarized “Non-Collusion Affidavit.”
 - (iii). A signed Disclosure of Ownership form.
 - B. A copy of the vendor's current "NJ Business Registration Certificate."
 - C. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this submission.
4. The Executive Director and/or his designated representative will receive submissions up to the submission deadline noted above and will immediately thereafter publicly open all submission received in the Dorothy E. Harrington Council Chambers on the First Floor of the aforesaid Bayonne Municipal Building, 630 Avenue C, Bayonne, NJ where and at which time submissions will be read aloud and be otherwise available for public scrutiny.
5. The Authority reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in their judgment will be in the best interest of the Authority.