

NOTICE & SCHEDULE OF EVENTS
REQUEST FOR PROPOSAL NO. 2024-120
INSURANCE BROKER FOR PROPERTY INSURANCE

The City of Ames (City), Iowa is soliciting proposals from qualified insurance brokers (Firm) to manage, market, and provide broker-of-record insurance, loss control, and advisory services to the City for property insurance.

At this time, Firms are not authorized to approach insurers or other underwriting sources on behalf of the City. The City specifically requests that no insurance market contact be made on behalf of the City and that no market commitments whatsoever be established with any insurer to be provided by the City.

The preferred method is to submit proposals in AmesBids at amesbids.ionwave.net in the format required, included with these proposal documents with all prices and requested data properly filled in, prior to the time and date proposals are due. If technical issues occur while submitting the proposal, contact the Procurement Specialist for the proposal and determine an alternate method to receive the proposal. Failure to submit the required information may deem the proposal non-responsive. The proposal shall include acknowledgement of receipt of all addenda. Addenda numbers shall be filled in the proposal response.

PROPOSALS will be accepted by the City of Ames until 2:00 PM Local Time on March 28, 2024, in AmesBids at amesbids.ionwave.net or delivered to City of Ames, Purchasing Attn: Procurement Specialist, 515 Clark Ave, Ames, IA 50010, City of Ames Contract No. 2024-120. Must be a registered supplier to submit a proposal in AmesBids. Proposals shall be made in the Response Attachment in AmesBids. Once proposals have been thoroughly evaluated, the winning proposal will be presented to the approving authority for action thereon.

Questions and requests for clarification of requirements for these services are encouraged. All questions and requests for clarification are to be submitted via AmesBids no later than 5:00 PM Local Time on March 21, 2024.

The schedule represents the City's best estimate of the schedule that will be followed. If a component of this schedule is delayed, the rest of the schedule will be shifted accordingly.

The approximate contract schedule is as follows:

Issue Request for Proposal:	March 8, 2024
Final Date to Submit Written Questions:	March 21, 2024, at 5:00 PM
Responses to Questions Posted:	March 25, 2024, or Sooner
Proposals Due:	March 28, 2024, at 2:00 PM
Interviews:	Week of April 8, 2024

Contract Award:	April 23, 2024
Quotes Due to the City	June 1, 2024
Policy Renewal Date:	July 1, 2024

Proposals received after 2:00 PM Local Time, March 28, 2024, will not be considered. It will be the sole responsibility of the Firm to have their responses submitted in AmesBids before the closing hour and date.

Contact with personnel of the City other than Jill Burt, Procurement Specialist, or Bill Walton, Risk Manager regarding this Request for Proposal may be grounds for elimination from the selection process.

The City of Ames Purchasing Division is the only authorized source of proposal documents. Proposal documents obtained from any other source may be incomplete.

It is expressly understood that any costs associated with preparing a proposal shall be at the expense of the Firm.

The City of Ames does hereby reserve the right to reject any or all proposals, to waive informalities, and to make such awards as it shall deem to be in the best interest of the City.

Local Consideration Program

The City of Ames adopted a Local Consideration Program for the procurement of goods and/or services by competitive proposal. A 1% local consideration shall be applied to acceptable bids or proposals from businesses located within Ames City limits who pays commercial property tax. Submit a notarized Local Business Certificate with your response. If the Firm is already registered, or if this does not apply to your business, do not complete the form. The Local Consideration Program details, application and current list can be found at <http://www.cityofames.org/local-consideration-program>.

END OF SECTION