

ADDENDUM



Public Building Commission of Chicago • Richard J. Daley Center • 50 West Washington, Room 200 • Chicago, Illinois 60602 • Tel: 312-744-3090 • Fax: 312-744-8005

ADDENDUM NO.: 01
PROJECT NAME: RFQ/P for Insurance Brokerage Services
PROJECT NO.: Program-Wide
CONTRACT NO.: PS2057
DATE OF ISSUE: August 4, 2015

NOTICE OF CHANGES, MODIFICATIONS, OR CLARIFICATIONS TO CONTRACT DOCUMENTS

The following changes, modifications, or clarifications are hereby incorporated and made an integral part of the Contract Documents. Unless clearly expressed otherwise by this Addendum, all terms and conditions defined in the original Contract Documents shall continue in full force and effect and shall have the same meaning in this Addendum.

ITEM NO. 1: REQUESTS FOR INFORMATION (RFI)
- Questions received have been answered in the attached RFI Log.

List of Attachments:

- Insurance Brokerage Services RFI Log
- Exhibit 1

END OF ADDENDUM NO.1

PUBLIC BUILDING COMMISSION OF CHICAGO
RFI LOG

PROJECT NAME: Insurance Brokerage Services
CONTRACT NUMBER: PS2057
SUBMISSION DEADLINE: Thursday, August 06, 2015

REQUESTS FOR INFORMATION

Description of Q/A

Question 1	Could you please provide the number of employees under the benefit plan?
Answer 1	As of August 3, 2015, PBC has 55 employees and a total of 135 participants under its plan with Blue Cross Blue Shield.
Question 2	Does the Public Building Commission currently have Employment Practices Liability and/or Fiduciary Liability insurance and if so is that to be included in Category Two?
Answer 2	Employment practices liability is currently included in the D&O program and would be included in Category Two.
Question 3	Can we provide a link to the Financial Statement section on our website to provide the required Financial Capacity information, rather than our entire 10-K reports for the last three years (approximately 200 pages per year). This would save on a lot of paper to print.
Answer 3	Please provide your financial statements on a separate electronic storage device (CD or flash drive) and ensure your firm's name and the contents of the electronic media are clearly labeled.
Question 4	Can you provide a current schedule of policies including deductibles and limits.
Answer 4	Please see the attached chart labeled Exhibit 1.
Question 5	Can you provide the Total project value you have under construction at any given time.
Answer 5	This number fluctuates with the ebb and flow of projects provided by our clients. In 2014 the Work in Place was approximately \$324M. In 2013 the Work in Place was approximately \$152M. The anticipated Work in Place for 2015 is \$151M.
Question 6	Does the PBC procure the builders risk or do you have the contractors provide.
Answer 6	General contractors and design builders are required to carry builders risk on the construction projects.
Question 7	Section 1- Submission Checklist, page 3 of 55, indicates to include "Insurance Markets" under Introductory Information – Tab. However, in Section V. Submission Requirements, page 10 of 55, indicates to include Insurance Markets under Tab 2. Firm and Personal Experience question 2b. Please confirm Insurance Market information is to be placed in Tab 2.2.b.
Answer 7	Insurance Market Information should be placed in Tab 2.2.b.
Question 8	Also under Section 1- Submission Checklist, it shows Financial Statements - Tab 5 but there is a 4 in the right hand column. As well as Required Forms – Tab 6 yet there is a 5 in the right hand column. I assume the numbers in the right column are typos. Please confirm my assumption is correct.
Answer 8	The numbers on the right column are typographical errors. Please use the numbers outlined in grey next to the title of each section.
Question 9	Is there a typo on the "Affidavit of Professional Service Provider Regarding MBE/WBE Participation" form... The document has "Name of MBE/WBE Firm (Print)" next to the signature section. Should this say "Name of Professional Service Provider (Print)". It is the provider or respondent that you are asking to confirm participation not the MBE/WBE. Can you confirm?
Answer 9	This form is specific to the utilization of MBE and WBE firms. Firms are encouraged to utilize MBE and WBE firms while doing business with the Public Building Commission. There are no typos on the referenced document. If your firm fails to include MBE or WBE firms in the firm's submission, leave the referenced signature areas blank.
Question 10	What is needed to respond to Proposal – TAB 4: Pricing Proposal?
Answer 10	Your price should include the total fee you propose for each category. The PBC's brokers do not take commission on insurance policies so the total cost of service should be included in the proposed pricing.

Public Building Commission of Chicago

2015 Insurance Program

Coverage	Carrier	2015 Premium
Primary General Liability \$1,000,000	Colony Insurance/Argonaut	\$90,732
Second Layer Umbrella Liability \$25,000,000	Allied World National Assurance Company	\$102,344
Third Layer Excess Liability \$25,000,000	RSUI Indemnity Company	\$34,188
Crime	Travelers	\$4,734
Property	Federal Insurance Company/ Chubb	\$213,144
Bonds	Fidelity & Deposit Co. Liberty Mutual	Up to \$4,000
Directors' & Officers	Western World	\$40,490
Workers' Compensation	Hartford	\$25,704
2015 Total		\$519,336