

OGEMAW COUNTY ROAD COMMISSION

REQUEST FOR PROPOSAL FOR WORKERS' COMPENSATION SELF-INSURANCE PROGRAM

RESPONSE DUE
3:30 p.m., Eastern Standard Time, on Monday, June 11, 2018

Contact: Brandy Curtis,
Clerk of the Board
1250 S M-33 PO Box 157
West Branch, MI 48661
Ph 989-345-0234 | Fax 989-345-2337
bcurtis@ogemawcrc.org

OGEMAW COUNTY ROAD COMMISSION BACKGROUND

The Ogemaw County Road Commission (OCRC) was established in 1909 and now maintains over 247.38 miles of primary roads, and 589.94 miles of local roads 208 miles of State Trunkline, via a maintenance agreement with the Michigan Department of Transportation.

OCRC is an independent unit of Ogemaw County and is governed by a 3 - member Board. Road Commissioners in Ogemaw County are elected to six-year terms. The office and garage of the Road Commission is located in West Branch, Michigan. OCRC employs approximately 27 full-time employees and 4 summer temporary employees who provide routine maintenance and support services for the county and state road systems.

Some construction, heavy maintenance work and some routine maintenance operations are performed by contractors selected through competitive bids.

OCRC has no taxing authority and receives most of its funding is from fuel taxes and vehicle registration fees via the Michigan Transportation Fund (MTF).

Additional financial and budgetary information may be found on the Road Commission's website at www.ogemawcrc.org.

DEFINITIONS

For the purposes of this Request for Proposal, "Proposer" shall mean contractors, consultants, proposers, organizations, firms, or other persons submitting a response to this Request for Proposal.

INVITATION TO PROPOSE AND COVERAGES REQUESTED

Ogemaw County Road Commission will be accepting sealed proposals for workers compensation insurance. Agents and companies desiring to respond should have experience with public entities the size of Ogemaw County Road Commission. All plans should be in compliance with Michigan Workers' Compensation Law.

PROPRIETARY INFORMATION AND PUBLIC DISCLOSURE

All proposals, materials and any accompanying documentation submitted become the property of the OCRC and will not be returned. All proposals received shall remain confidential until the deadline for submission of bids or proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

NEWS RELEASE

News releases pertaining to this RFP or the service, study, or project to which it relates will not be made without prior OCRC approval, and then only in coordination with the Manager.

COMMITMENT OF FUNDS

The Ogemaw County Board of Road Commissioners, as a Board, is the only body who may legally commit the OCRC to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully-executed contract.

Any contract awarded as a result of this procurement is contingent upon the availability of funding, as determined by the Board of Road Commissioners.

LOSS HISTORY AND PROPERTY LISTING

Current loss history reports are available upon request by contacting Board Clerk, Brandy Curtis.

EFFECTIVE DATE OF COVERAGE

Ogemaw County Road Commission's policy would be effective July 1, 2018.

PROPOSAL OPENING AND RETURN DATE

Ogemaw County Road Commission shall not be held responsible for the content of RFP packages obtained from any third party source nor will OCRC be responsible for providing addenda to potential proposers who receive a RFP package from other sources than the Ogemaw County Road Commission Board of County Commissioners.

Proposals shall be sealed and clearly identified as the Workers Compensation Self-Insurance Program-Ogemaw County Road Commission. Proposals shall be submitted on eight and one-half by eleven (8½ x 11) inch paper and signed by an authorized representative of the Agency. Five (5) copies (one original and four copies) of your proposal should be forwarded to the OCRC by **3:30 p.m., Eastern Standard Time, on Monday, June 11, 2018**, at the following address:

Ogemaw County Road Commission
Attention: Brandy Curtis, Board Clerk
1250 South M-33 PO Box 157
West Branch, MI 48661

Or Email: bcurtis@ogemawcrc.org

Proposals may be mailed, delivered or emailed (PDF only) to the individual identified above. No faxed proposals will be accepted. Any proposal received after the required date and time specified above shall be considered late. All late proposals (in whole or in part) will not be accepted and accepted by the Ogemaw County Road Commission under any circumstances and will be automatically disqualified from further consideration.

Ogemaw County Road Commission cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to Ogemaw County Road Commission prior to the deadline set for receiving proposals. Telephone confirmation of timely receipt of the proposal may be made by calling 989-345-0234 before proposal closing time. Proposers may withdraw their proposals by notifying in writing at any time prior to the deadline for proposal submittal.

EVALUATION OF PROPOSALS

In the OCRC's evaluation of proposals the following items shall be considered. The order in which these items have been listed does not necessarily reflect their order of importance.

- Cost – A major consideration in evaluating proposals, but not the only consideration.
- Coverage – The amount and breadth of coverage and extent of restrictions or exclusions.
- Service – The capabilities and experience record of service provided by agents and insurers. Services include amending policies and contracts for changes, premium billings, loss control/safety and claims service, etc.
- Employee Educational Programs and Services
- Return-to-Work Program
- Participating proposals should comment on the carrier's dividend payment history

It is possible that the OCRC's, in its judgement, may consider a proposal unacceptable solely because one of these key items is unsatisfactory. For example, a proposal may be considered unacceptable solely on the basis of unsatisfactory cost, or unacceptable solely on the basis of unsatisfactory coverage, etc.

REVIEW OF PROPOSALS

A selection committee of OCRC employees will evaluate the proposals based upon the factors listed above and make a recommendation to the Board of Road Commissioners, with final board determination on **June 13, 2018**.

The OCRC reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

Award of the contract resulting from this RFP will be based upon the most qualified proposer whose offer will be the most advantageous to the OCRC in terms of cost, customer service, quality of services offered and other factors as specified elsewhere in this RFP.

The OCRC reserves the right to:

- Reject any and all proposals received without penalty and to not issue a contract as a result of this RFP if it deems advisable or appropriate.
- Reject any proposal that fails to comply with any part of the RFP.
- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential agent.
- Accept other than the lowest-priced offer.
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.
- Contact any agent for clarification of its proposal.

AUTHORITY OF PROPOSERS

All proposals must be submitted by a licensed Michigan resident agent. Proposals must be signed by an authorized representative of the insurance company underwriting the program. If the submitting agent/broker does not have the Authority to sign the proposal, it should be signed by an authorized representative of the company. Proposals submitted without binding Authority will not be given the same consideration as authorized proposals.

CONFLICT OF INTEREST

1. Please disclose any conflicts or perceived conflicts of interest with OCRC employees, Board of Road Commissioners or current OCRC vendors. Provide who the conflict would be with and specifically what the conflict may be.
2. The Undersigned further states that they have not directly or indirectly entered into any combination collusion, undertaking or agreement with any other bidder or bidders to maintain the price or bid on this work, or to prevent any bidder or bidders to refrain from bidding, and that this proposal is without reference or regard to any other proposal or proposals, and without agreement, understanding or combination with any other bidder or prospective bidder or agent thereof in any way or manner whatsoever.
3. If your Agency operates as a TPA please disclose the services that are provided and how you balance your business as a TPA and as an Agent.

PAYROLL BY CLASSIFICATION CODE

The following is an estimated summary of the Road Commission’s payroll by classification code:

Code	Classification	Estimated Employee Count	Estimated Payroll
5506	Heavy Maintenance	7	\$ 145,279
5509	Street Maintenance	14	\$ 679,270
8227	Contractors Yard	5	\$ 247,957
8810	Clerical	5	\$ 106,891
9410	Municipal Employees	3	\$ 216,078
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		34	\$ 1,395,475

The Road Commission’s breakdown of employees is estimated as follows:

Classification	Estimated Employee Count
Full Time Administration	9
Full Time Operations	18
Part Time Operations	4
Commissioners	3
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	34

EMPLOYER LIABILITY LIMITS

Bodily Injury by Accident	\$1,000,000	Each Accident/Per Accident
Bodily Injury by Disease	\$1,000,000	Policy Limit
Bodily Injury by Disease	\$1,000,000	Per Employee

CURRENT MODIFIER

The Ogemaw County Road Commission's experience modifier was 0.850000 as of July 1, 2017.

CLAIM REPORTS

The OCRC requests that the successful Proposer(s) submit quarterly loss reports for each coverage type. Reports should be in narrative style accompanied by a detailed description of individual paid losses and reserve numbers for each claim and should be received by the OCRC within twenty (20) days following the end of the reporting period. The total claims (both number and amount) should be included for each coverage type. In the event of termination of coverage, loss reports should continue to be furnished until all open claims have been concluded. It may be requested that claim reports be structured by departments or locations

NAMED INSURED

Ogemaw County Road Commission
PO Box 157
West Branch, MI 48661