

**Addendum # 3**

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
P.O. Box 991
Trenton, NJ 08625
Phone: 609-858-2982
Fax: 609-656-4608
E-mail: jmcelhenny@njsda.gov

Date: August 27, 2014

PROJECT #: GP-0214-R01
**Broker Services for the Business & Real Estate Property & Casualty
Insurance Program**

DESCRIPTION: Addendum # 3

This addendum shall be considered part of the Request for Qualifications/Request for Proposals issued in connection with the above-referenced project. Should information conflict with Request for Qualifications/Request for Proposals, this Addendum shall supersede the relevant information in the Request for Qualifications/Request for Proposals.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROJECT MANUAL:

1. Not applicable.

C. CHANGES TO THE DRAWINGS:

1. Not applicable.

D. BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

Q.1. Darwin is the same market as Allied World and we would use PGUI to approach them. We are asking the NJSDA to reassign Allied World to Willis of New York.

A.1. It has been brought to our attention by Willis of New York that Darwin and Allied World have common ownership and are therefore the same market. Since Willis attained the higher Intermediate Score, Darwin was assigned to Willis prior to Allied World being assigned to Turner Surety & Insurance Brokerage. Accordingly, Allied World is reassigned to Willis.

Q.2. Willis of New York also requested additional markets. Our intention is allow for additional markets not initially assigned. Requests for additional market assignments were extended to all bidders. The deadline for NJSDA receipt of any such requests was 5:00 PM on Friday, August 22, 2014.

A.2. The results of additional market assignments are identified on the attached Revised Market Allocation Selection.

Q.3. Attached please find applications required by AIG for the Public Officials Liability renewal. These applications will also be used to solicit competitive quotes from other carriers.

A.3. The incumbent insurer's renewal application, providing updated information as of July 2014, is attached. It should be noted the current coverage includes a \$1,000,000 sublimit for Network Security and Privacy Liability for Class Action Claims, subject to a \$200,000 deductible.

Insurer specific applications will be completed for all lines of business prior to binding coverage through the selected Broker.

Q.4. Are the main buildings located in Newark, Trenton, East Orange and Plainfield used only as Administration buildings?

A.4. Attachment B-3 (pages 1-3) to the RFP identifies the occupancy of Newark, Trenton, East Orange and Plainfield as follows:

- Newark – NJSDA leases a portion (8200 sf) of an office building
- Trenton – NJSDA leases the entire office building
- East Orange – The largest of (3) buildings is an occupied school which the NJSDA leases to the District
- Plainfield - The largest of (3) buildings is an occupied school which the NJSDA leases to the District

Q.5. What Subcontractors Work goes into making up the \$800,000 cost figure and are there assigned Subcontractors that the NJSDA uses on a very normal or frequent basis or are the Subcontractors competing for the work each year?

A.5. The NJSDA has entered into a contract with a State-Wide Property Management firm who is responsible for providing property management and maintenance services for the SDA's REO inventory. Maintenance services are procured and contracted by the property management firm as requested by the NJSDA. Property management and maintenance expenses are projected to be \$800,000 this year.

Q.6. Are CERTS obtained for all Subcontracted Work and what limits are required?

A.6. Yes, Certificates of Insurance is obtained from all Vendors with whom the NJSDA subcontracts work. For example, the State-Wide Property Management firm is contractually required to maintain and/or cause their subcontractors to maintain a minimum of \$5,000,000 Commercial General Liability and/or Excess Liability.

Q.7. Are any individuals who are assigned a vehicle required to complete a Defensive Driver safety program upon receipt of a certain number of points issued by the MV Department or lose the use of a vehicle?

A.7. No, the NJSDA does not have such a program.

Q.8. Can Zip Codes be obtained to ascertain locations of where vehicles are garaged?

A.8. Yes, zip codes for the garage locations identified in Attachment B-1 (page 7) of the RFP are as follows:

- a. Barnegat, NJ – 08005
- b. Cape May Courthouse, NJ – 08210
- c. Marlton, NJ - 08053
- d. Neptune City, NJ – 07753
- e. Short Hills, NJ – 07078
- f. Trenton, NJ – 08625
- g. Vineland, NJ – 08318
- h. Wall, NJ – 07719
- i. Yardville, NJ – 08620

Q.9. Under WC, what tasks are normally performed by employees under the Executive Contractor code, #5606?

A.9. SDA staff assigned to the Contractor - Executive Supervisor classification regularly visit construction sites to coordinate activities of stakeholders within the NJSDA, as well as external entities from the planning phase to post occupancy. Site visits may require physical activities such as, climbing ladders and walking significant distances, etc.

Q.10. Are security guards employees of the NJSDA and are they armed?

A.10. No, the NJSDA does not employ security guards. The Landlord of the Newark office building provides security.

Q.11. Are there any buildings in the course of construction that need to be covered this year by this program and are there any anticipated to begin this year that need to be covered by this program?

A.11. No; there are no buildings in the course of construction to be insured by this program. No, there is no construction which is anticipated to begin this year to be insured by this program.

Q.12. Who monitors all CERTS that are required by the NJSDA?

A.12. The NJSDA's Risk Management Division monitors all Certificates of Insurance which are contractually required in connection with properties insured by this program.

Q.13. Can carriers perform inspections of any sites before any decision to award the account is made?

A.13. Yes; Requests can be made through James McElhenny, who will coordinate requests with appropriate staff.

E. CHANGES TO PREVIOUS ADDENDA:

1. Not applicable

F. ATTACHMENTS:

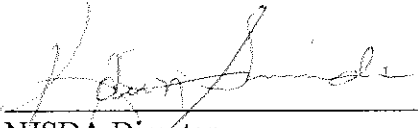
1. None

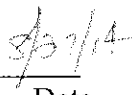
G. SUPPLEMENTAL INFORMATION:

1. Not applicable

Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff, and Selection Committee members in an effort to influence the selection process may be immediately disqualified.

End of Addendum No. 3


NJSDA Director


Date

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Acknowledgement of Receipt of Addendum

Contractor hereby acknowledges the receipt of this Addendum by signing in the space provided below and returning via fax to (609-656-4608) or E-mail (jmcelhenny@njsda.gov). Signed acknowledgements must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date