



New Jersey Schools Development Authority  
Office of Procurement  
32 East Front Street  
Trenton, NJ 08625  
Phone: 609-858-2915

**DATE:** August 19, 2020

**PROJECT #:** GP-0271-R01 - Broker Services for the Business and Real Estate Property and Casualty Insurance Program

**DESCRIPTION:** Addendum #3

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the conflicting information in the Bid Documents.

**A. CHANGES TO THE PROCUREMENT PROCESS:**

1. Not applicable.

**B. CHANGES TO THE PROCUREMENT DOCUMENTS:**

**1. Modifications to Addendum #2, Request for Proposals and Associated Documents**

a. **MODIFY:** All references in Addendum #2 and the RFP to the Coverage Proposal and Price Proposal submission requirements shall be modified to revise the submission dates and times. Submissions will **only** be accepted from 9 AM - 11 AM by overnight or hand delivery on Wednesday, September 9, 2020 or Friday, September 11, 2020 at the following address:

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Senior Procurement Analyst  
Subject: Broker Services for the Business and Real Estate  
Property and Casualty Insurance Program – GP-0271-R01

**2. Changes to the RFP Forms**

a. Not applicable.

### 3. Changes to the Agreement

b. Not applicable.

#### C. **BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:**

1. Question: The SDA website does not include the 2019 Annual Report or 2019 Financial Statements. If these documents are available and can be provided, that would be helpful. Otherwise, we will proceed with submitting the most current information available on [www.njsda.gov](http://www.njsda.gov).

Answer: The 2019 Financial Statements were approved by the Authority's Board of Directors at its August 5, 2020 meeting. Absent the Governor's exercise of his veto power, the financials will be posted to the SDA website on or after August 20, 2020.

2. Question: Have there been any changes in the active shooter workplace violence, emergency/crisis management or security plans/policies and procedures? If so, please provide details regarding changes and copies of any new policies/procedures.

Answer: No changes have been implemented.

3. Question: I would like to request clarification as Willis Towers Watson was assigned McKee Risk Management for many of the coverages. McKee is a wholesaler and program manager that is utilized by insurance agents & brokers to access insurance carriers. Therefore, McKee is likely to represent carriers that have been assigned to both Safegard and Borden-Perlman, which could cause confusion. Additionally, this provides Willis with access to countless more insurance carriers to which they have not been specifically assigned. While the market allocation instructions did not specifically indicate it, it is clear that both Safegard and Borden-Perlman were selecting insurance carriers, regardless of whether they are accessed directly or through a third party, which is the industry standard approach when going through a market allocation process. Please confirm that Willis is not permitted to access, through McKee Risk Management, the insurance carriers assigned to our agency. Also, since McKee has been granted all insurance carriers represented by McKee Risk Management, are we able to request additional carriers that may be available to us through other wholesalers but have not already been identified?

Answer: Willis/McKee will not be permitted to access any insurance carrier currently assigned to Safegard and Borden Perlman. Each of the 3 brokers are permitted to request additional carriers that may be available through other wholesale or specialty brokers. Requests for additional

insurers is permitted by each Broker and must be received by SDA by August 26, 2020.

4. Question: Re vacant land parcels, how are they acquired by NJSDA?
- Answer: SDA purchases properties for School Facilities Projects approved by the New Jersey Department of Education, either through the exercise of the SDA's eminent domain powers and/or through negotiated purchases. As part of the acquisition process, we must also relocate the tenants of these properties under the Relocation Assistance Act.
5. Question: Re: vacant land parcels, what contractual risk protocols are in place (e.g. additional insured status, waiver of subrogation, etc.)?
- Answer: The SDA retains primary liability risk for most of these types of properties. Those vacant properties identified on the previously provided REO GL Exposures as having Use & Occupancy Agreements (U&O) have contractually required third parties to include SDA as an additional insured.
6. Question: Re: vacant land parcels, do these vacant land parcels have any fencings and are they subject to routine safety inspections?
- Answer: Yes. All parcels are fenced and routinely inspected by a third party Property Manager.
7. Question: Re: vacant land parcels, how does the NJSDA relinquish control of the vacant lands once a development deal has been finalized?
- Answer: When a new school facilities project proceeds on a previously "vacant land parcel," the vacant land contractually falls under the control of the prime contractor once construction commences. Upon substantial completion, the property is ultimately deeded to the school district.
8. Question: Re: other land holdings, please provide more details on the urban farms i.e. what these operations are.
- Answer: Two parcels are licensed to City of Newark for cultivation and sale of fruits and vegetables (either produced on site or brought to the site by allied New Jersey farms), the cultivation of flowers, trees and ornamental plants and for associated environmental education and community greening activities.
9. Question: Re: Autos – is there a safety program in place and does NJSDA run annual MVR's?

Answer: The SDA does not have a formal safety program in place for automobiles. There is a Policy Governing Authority Vehicle Assignments which addresses running MVR's on drivers requesting SDA vehicle assignments.

10. Question: Re: Workers Compensation, for the contractor class code, what are the roles/duties performed?

Answer: 5606 – Executive Supervisor – SDA has 31 employees assigned to this class code. Staff duties include (5) employees monitoring site safety responsibilities and the rest are onsite staff monitoring the responsibilities of our third party construction manager overseeing the prime contractor

**D. CHANGES TO PREVIOUS ADDENDA:**

1. See B.1.a., above.

**E. ATTACHMENTS:**

1. Not applicable.

*Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.*

**End of Addendum No. 3**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



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**Acknowledgement of Receipt of Addendum**

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning an electronic copy via email to Dave Kutch ([Dkutch@njsda.gov](mailto:Dkutch@njsda.gov)). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made on the NJSDA Price Proposal Form. Please include a copy of this signed acknowledgement form in the Proposal Submission.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_