

# **Upper Valley Lake Sunapee Regional Planning Commission**

## **Request for Proposals**

### *Solicitation for General Liability, Property, Workers Compensation, Automobile Liability Insurance*

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC), 10 Water Street, Suite 225, Lebanon, NH is soliciting proposals for the placement of general liability, workers' compensation, and auto liability insurance for the period July 1, 2014 to June 30, 2015. The UVLSRPC is a political subdivision of the State of NH (under NH RSA 36). As such, the Commission is neither a for-profit nor a non-profit organization.

#### **QUALIFICATIONS:**

- The firm must be in good standing to conduct business in the State of New Hampshire, and have at least five (5) years of experience in providing the insurance services referenced herein.
- The firm must have knowledge and understanding of the rules, regulations, and laws governing the provision of insurance services in the State of New Hampshire.

#### **COVERAGE(S) NEEDED:**

- General Liability.
- Automobile Liability (for one leased vehicle).
- Property Insurance for the direct physical loss to covered property. This should include coverage for loss of contents, employee dishonesty, business interruption and extra expense.
- Workers' Compensation.
- Unemployment Compensation Coverage.

#### **REQUIREMENTS FOR RESPONSE:**

- Legal name and address of firm.
- Years in business.
- Resumes of staff to be assigned including email addresses.
- The names and contact information of other public entity clients.
- Proposed policy parameters under each of the listed coverage categories based on the firm's understanding of the Commission's operations.
- Cost quotation for proposed policy parameters.

#### **QUESTIONS:**

Written questions about this Request for Proposals may be addressed by U.S. mail or electronic mail to Chris Courtemanche, Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Suite 225, Lebanon, NH 03766. Electronic mail: [info@uvlsrpc.org](mailto:info@uvlsrpc.org). Questions by telephone will not be accepted. Written questions submitted after 4:00 PM on April 11, 2014 will not be accepted.

#### **PROPOSAL RESPONSES:**

Responses may either be mailed or delivered in person to Chris Courtemanche, Upper Valley Lake Sunapee Regional Planning Commission, 10 Water Street, Lebanon, NH 03766 by **4:00 PM on April 18, 2014**.

The Commission is not responsible for late delivery by the United States Postal Service or any other carrier. The Commission reserves the right to reject any and all proposals, to waive any formality in any proposal, to negotiate with any respondent, and to accept the proposal deemed to be in the best interest of the Commission.