

REQUEST FOR PROPOSAL

Property Insurance Coverage



**CITY OF
COVINGTON
KENTUCKY**

**CITY OF COVINGTON, KENTUCKY
20 WEST PIKE STREET
COVINGTON, KY 41011**

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I. PROPERTY INSURANCE COVERAGE

The City of Covington, Kentucky (herein “City”) invites proposals from qualified, competent, and experienced providers that administer the duties and responsibilities set forth in this Request for Proposal (herein “RFP”), in compliance with all applicable laws, regulations, policies and procedures. Companies submitting Proposals must be prepared to enter into a contract for the provision of requested services and duties as set forth in this RFP.

Issue Date: May 15th, 2018

RFP Title: Property Insurance Coverage

Issuing Department: City of Covington
Operations Department
20 West Pike Street
Covington, KY 41011

Contact: Allison Hudson
Interim Operations Director
Operations Department
(859) 292-2178
AHudson@covingtonky.gov

Proposals must be submitted in a sealed envelope plainly marked on the outside "**SEALED PROPOSALS FOR PROPERTY INSURANCE COVERAGE - DO NOT OPEN WITH REGULAR MAIL.**"

SEALED RESPONSES MUST BE MAILED OR PHYSICALLY DELIVERED TO:

Finance Department
First Floor Window
City Hall
City of Covington
20 West Pike Street
Covington, Kentucky 41011

RESPONSES MUST BE SUBMITTED BY: 10:00 a.m. on May 28th, 2018.

The Board of Commissioners reserves the right to reject any and all bids.

II. TIME LINE OF EVENTS

PROPOSAL SCHEDULE	DATE
Issuance of RFP; Solicitation for Bids	May 15, 2018
Deadline for Vendor Questions or Clarification.	May 24, 2018. All modifications/ answers to be posted by May 25, 2018 via www.covingtonky.gov .
Deadline for Submission of RFP	May 28, 2018 due by 10:00a.m.
Anticipated Award Date	Contingent upon Commission Approval
Policy Renewal Date	July 01, 2018

III. PROPOSAL STIPULATIONS AND REQUIREMENTS

The City of Covington invites written Proposals from insurance carriers to provide property insurance coverage, as detailed below. The City will make its selection based on the insurance carrier's cost proposal, qualifications, experience and references.

A. General Information.

The City of Covington, Kentucky is a Kentucky Home Rule Class city. The executive and legislative authority is vested in the Board of Commissioners, which consists of the Mayor and four Commissioners. The City Manager is the chief administrative officer and is responsible for day-to-day operations. The City Manager is assisted by an Assistant City Manager for Administration, in addition to various department heads and City staff. The City maintains a full-service Fire Department, with coordinating EMS services, as well as a full-service Police Department.

The City has a number of boards and commissions pursuant to both state law and local ordinance. While some boards are comprised wholly or partially of City employees or officials, others are comprised of citizens and/or qualified representatives who are not otherwise employed by the City (e.g., Board of Adjustment, Code Enforcement Board, Urban Design Review Board, Audit Committee).

B. Proposal Guarantee/ Award Procedure.

It is anticipated that a recommendation for award for this Proposal will be made approximately (30) thirty days after the Proposal due date. All interested parties are required to guarantee their Proposals as an **irrevocable offer valid for sixty (60) days after the Proposal due date**. The City of Covington, Kentucky in its sole and absolute discretion (1) shall have the right to award a contract for any or all items/services listed in the Proposal; (2) shall have the right to reject any and all Proposals as it deems to be in its best interests; (3) shall have the right to waive formalities and reasonable irregularities in submitted documents; (4) shall not be bound to accept the lowest Proposal, and; (5) shall be allowed to accept the total Proposal of any one vendor.

C. Revisions.

If it becomes necessary to revise any part of this RFP, a written addendum will be issued and made available via the City's website, www.covingtonky.gov. The City is not bound by any oral representations, clarifications, or changes made by City employees. Clarifications or changes shall be provided to all Respondents, in written addendum, issued from an authorized representative of the City and posted to the City's website. Respondent retains responsibility to verify changes and/or clarifications made available through the City's website prior to the Proposal due date.

D. Non-Discriminatory Statement.

The City expressly prohibits discrimination of any manner, and requires the same regard from all companies it engages with. The City does not discriminate against any individual or provider based on disability, age, sex, race, color, religion, ancestry, national origin, sexual orientation, gender identity, familial status, marital and/or parental status. City of Covington Code of Ordinances § 37.01.

E. References and Experience.

All interested parties are required to submit with their Proposal a comprehensive list of references. Interested parties should provide a minimum of three (3) references in which they have provided similar or related services. References shall need to include the following information: customer name, address, telephone number and contact person. Interested parties agree to authorize the City to verify references provided, so as to determine quality and manner of previous or current work performed.

F. Compliance with Laws.

All Respondents shall observe and comply with all regulations, laws, and ordinances of local, state, and federal governments during the Proposal process, and upon an award of contract.

G. Response Request Disclaimer.

This Request does not commit the City to enter into a contract, or award any services in relation to this specific document, nor does it obligate the City to pay any costs incurred in preparation or submission of a Proposal or in anticipation of a contract. This issued Request is not binding upon the City, nor does it grant any rights to any Respondents hereunder.

H. Waiver.

Failure of the City to maintain strict compliance on any one occasion with any term, covenant or condition herein shall not be deemed an absolute waiver of such term, covenant or condition, nor shall it relinquish any future compliance to other terms, covenants or conditions listed throughout this Request.

I. Deviations from Specifications.

All deviations from requested specifications must be clearly stated within the Proposal. Any significant limitation(s) in scope or manner of proposed work, restrictive conditions, etc., should also be clearly disclosed. Responses failing to meet all of the specifications will not necessarily be rejected as long as any/ all deviations are openly addressed and disclosed with sufficient detail.

J. Duration of Proposal.

All Proposals shall remain open and valid without material change for at least (60) sixty days after the Proposal due date.

K. Term.

The City requests to view pricing information for services from Respondent's who can provide and meet all specified requirements of this Proposal for a (1) one-year period, with the option of (2) two, single-year renewals, for a total period of performance not to exceed (3) three-years.

L. Cost Proposal.

The City is requesting pricing and cost information associated with the requested services.

M. Oral Presentations.

During the evaluation process, the City may, at its discretion, request any one or all of the firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a Respondent's Proposal. When an oral presentation is requested Respondents should be prepared to quote current coverages and policies, as current City policies covered by this RFP expire June 30, 2018. Not all firms may be asked to make such oral presentations. The City reserves the right to grant and/ or request oral presentations from Respondents as its sole discretion.

N. Non-Compliance with Proposal.

It is understood and agreed, in the event of an award of contract, if said contract fails to meet the terms and conditions accepted by the City as specified in Respondent's submitted Proposal, and any prior agreements leading up to contract, then the City shall, at its sole discretion, have the right to:

- a) Cancel the contract; OR
- b) Require the Respondent to comply with the terms of the submitted Proposal, at the quoted price (absent extenuating circumstance).

IV. PROPOSAL FORMAT

Proposals shall be submitted on standard 8.5 x 11 inch paper with font size no smaller than twelve (12) point. Proposals shall consist of one (1) signed original and two (2) copies, submitted in a sealed envelope plainly marked "**SEALED PROPOSAL FOR PROPERTY INSURANCE COVERAGE- DO NOT OPEN WITH REGULAR MAIL.**" Proposals shall consist of the following:

1. **Cover Letter.** Which shall summarize the name of the company and the company's background. Including but not limited to: current ownership and officers; the year the company was established; the former name(s) of the company, *if applicable*. The primary contact person for the company who may negotiate on the company's behalf.
2. **Executive Summary.** The Executive Summary should not exceed three (3) pages in length and should detail the Respondent's ability to satisfactorily perform the required work. Respondent should detail skill, experience, familiarity and overall understanding associated with requested services. Response should include information regarding locations, staffing requirements and key personnel.
3. **References.** References to other companies and/or government entities for which the Respondent has provided similar services; Respondent should include a minimum of (3) three references that are similar in nature and scope to the services detailed below. Each reference should include: customer name, address, contact person, and contact information; additional information may include: dates of performance, dollar value of contract and type of service(s) provided.
4. **Claims Procedures.** Respondent should provide detailed information regarding claims processing procedures. Information should detail customer reporting portals, available customer service representatives, validation process and so on.
5. **Sample Contract Terms.** Respondent should include a sample contract and/or standard terms and conditions generally associated with the requested services.
6. **Notice of Deviation.** *If Applicable.* Deviations from the requested service terms listed below must be expressly disclosed. Proposals failing to meet all of the specifications will not necessarily be rejected, but any deviations must be clearly noted to be considered.
7. **Affidavits.** Proposals shall contain executed Campaign Finance and Non-Collusion affidavits, which shall be submitted in the form attached hereto as Exhibit D and Exhibit E.
8. **Optional.** Additional information to more fully outline the Respondent's qualifications.

V. SPECIFICATIONS

1. **General Information.** The City is soliciting Proposals from qualified Vendors to provide property insurance coverage in the below manner. **The City reserves the right to retain multiple vendors.**

A. The City requests to view pricing information for services from Respondent’s for a (1) one-year period, with the option of (2) two, single-year renewals, for a total period of performance not to exceed (3) three-years.

B. Respondent shall be required to work closely with the City’s Insurance broker, Roeding Insurance Group, throughout the entire process.

C. Respondent shall ensure ongoing compliance with the laws and requirements of the Commonwealth of Kentucky.

2. **Specifications.**

<u>Commercial Property Coverage</u>	
Insured	City of Covington, KY
	<i>See Exhibit A – Schedule of Property</i>
Mailing Address	City of Covington, KY
	20 West Pike Street
	Covington, KY 41011
Policy Period	7/1/2018 – 7/1/2019
Limits	
Blanket Buildings & Business Personal Property	\$58,651,608
Pools, Playground Equipment, Shelters, Etc.	Not Included in Blanket Limit See Exhibit A for Values
Business Income/ Extra Expense (Coverage found in Property Extension Endorsement)	\$100,000
Cause of Loss Form	Special Form
Valuation	Replacement Cost
Equipment Breakdown	Included
Earthquake	\$5,010,000
Property Extension Endorsement	Included
Common Exclusions	Flood, Virus or Bacteria (see policy for complete list)
Deductibles	
Property	\$10,000

Business Income	24 Hours
Earthquake	\$25,000

<u>Commercial Property Expanded Coverage (XC) Plus Endorsement</u>	
Blanket Coverages	Blanket Coverage Limit
	\$150,000
	Per terms of Coverage Extension. Blanket Coverage Limit except as otherwise noted in this endorsement
Accounts Receivable	
Debris Removal	
Electronic Data Processing Property	
Duplicate and Backup "Electronic Data"	\$2,000 Outside of the Blanket Coverage Limit
Newly Acquired EDP	\$10,000 Outside of the Blanket Coverage Limit
In Transit or Away from Premises	\$10,000 Outside of the Blanket Coverage Limit
Worldwide Laptop Coverage	
Ordinance or Law	
Peak Season	
Personal Property of Others	
Tenant Move Back Expenses	
Valuable Papers and Records	
Other Coverages: (not subject to Blanket Coverage Limit)	Limit of Insurance
Brands and Labels	\$25,000
Business Income and Extra Expense	\$100,000
Business Income from Dependent Properties	\$5,000 (sub-limit, subject to 24 hour deductible)
Interruption of Computer Operations	\$25,000 (sub-limit, subject to 24 hour deductible)
Fine Arts	\$25,000
Fire Department Service Charge	\$25,000
Fire Protection Equipment Recharges	\$50,000
Inflation Guard	4% on all Building Property referenced in the Decelerations
Non-Owned Building Damage:	
Loss Caused by theft, burglary or robbery	Up to the BPP Limit of Insurance
Loss by an other Covered Cause of Loss	\$25,000 or the BPP Limit of Insurance

	(whichever is less)
Ordinance or Law (other than Increased Construction Costs and Demolition)	Subject to the Building Limit of Insurance
Outdoor Property	\$25,000 (\$1,000 for any one tree, shrub or plant)
Paved Surfaces	\$20,000
Personal Effects	\$25,000 (\$1,000 for loss by theft)
Pollutant Clean Up and Removal	\$25,000
Signs	\$10,000
Temperature Change	\$5,000
Underground Property	Subject to the Building Limit of Insurance
Water Backup from Sewers, Drains or Sumps	\$10,000

Inland Marine	
Computerized Business Equipment	
Coverage A – Electronic Data Processing Property	\$98,514
Coverage A – Coverage Extensions:	
Debris Removal	\$50,000
Duplicate & Backup Electronic Media & Records	\$10,000
Pollutant Clean Up & Removal	\$10,000
Recharge or Refill of a Fire Protection Device	\$50,000
Third Party Host	\$10,000
Coverage B – Business Income/ Extra Expense	\$10,000
Coverage C – Coverage Extensions:	
Denial of Service	\$10,000
Loss Establishment Expenses	\$5,000
Malicious Code	\$10,000
Unauthorized Use	\$10,000
Coverage A – Deductible	\$1,000
Coverage B – Deductible	24 Hours
General Floater	
Clothing	\$232,705
Deductible	\$2,500

Commercial Property – Vacant Buildings	
Insured	City of Covington, KY
	<i>See Exhibit B – Schedule of Property</i>
Mailing Address	City of Covington, KY
	20 West Pike Street
	Covington, KY 41011
Policy Period	7/1/2018 – 7/1/2019
Limits	
Blanket Buildings & Business Personal Property	\$250,000
Cause of Loss Form	Broad Form
Valuation	
Co-Insurance	80%
Equipment Breakdown	Not Covered
Earthquake	Not Covered
Common Exclusions	Flood, Virus or Bacteria (see policy for complete list)
Deductibles	
Property	\$50,000

VI. RESPONDENT QUALIFICATIONS

The City will only consider Proposals from Respondents that:

- A. Can demonstrate a proven track record of successfully and reliably providing similar services to similar entities.
- B. Are in good standing with the City as that term is defined in Commissioners’ Ordinance No. O-11-06.
- C. Are not involved in any adverse claims against the City and are not delinquent in their financial obligations to the City.
- D. Can demonstrate substantial compliance with this Request.

VII. EVALUATION CRITERIA

The following criteria will be used to evaluate the qualifications of Respondents:

Criteria	Weight
Degree of Respondent’s ability to fully comply with the requirements in this Request.	10%
Degree of familiarity, skillset and reputation as compared to other Respondents.	25%
Competitive pricing as compared to other Respondents.	25%
Time of delivery, performance, and completion.	15%
Ability to provide the requested services and fulfill the minimum specifications.	25%

VIII. RESPONSIVENESS OF PROPOSALS

A. Responsiveness.

The City shall only consider those Proposals that conform to the material requirement of the City’s Request and that are submitted in the Proposal format set forth above. A Proposal will be considered conforming and responsive if it substantially addresses and promises to meet the requirements contained in this Request or any future reasonable requests made over the course of the selection process. The City may waive any non-conformance that is immaterial AND does not prejudice other Respondents.

B. Non-responsiveness.

The City will reject any Proposals that materially deviate from the request OR that due to any deviation from the Request prejudice other Respondents whose Proposals substantially conform to the Request. This discretion is afforded to the selection committee and members of the Board of Commissioners.

C. Respondent Responsibility.

The responsibility of Respondents shall be determined on the evaluation of the Respondent and the management team, separate and distinct from the Proposal that is submitted.

IX. SELECTION

A. Selection Committee.

The Selection Committee shall be comprised of:

1. The City’s Interim Operations Director
2. A Representative of the City’s Legal Department
3. A Designee of the City Manager

B. Selection Process: (see Time Line of Events above).

1. Respondent Questions.

City shall answer any questions that Respondents may have prior to the submission deadline. All questions should be submitted in writing by electronic mail directly to Allison Hudson, Interim Operations Director, ahudson@covingtonky.gov. All answered questions shall be made available to all interested parties via the City's website, www.covingtonky.gov. It shall be Respondent's obligation to reference the City's website, as needed, prior to submission of a Proposal.

It is each Respondent's responsibility to read this Proposal in its entirety, and fully acquaint itself with the scope of work outlined herein. The failure of the Respondent to do the foregoing does not relieve the Respondent from any obligation with respect to the bid Proposal submitted. If any Respondent is in doubt as to the true meaning of any part of the specifications, the Respondent should submit a written request for an interpretation.

2. Initial Selection Process.

Respondents whose Proposals are acceptable in form and substance will be selected to be included on a short list of potential awardees if, in the Selection Committee's business judgment, they meet the above minimum qualifications.

3. Award.

Award shall be made to the responsible Offeror whose proposal is determined in writing to be the most advantageous to the City based upon the evaluation factors set forth herein and the reciprocal preference for resident bidders required by KRS 45A.494.

C. Negotiation of Award.

After the Selection Committee makes a final determination, the awardee and the City will negotiate and execute a final agreement prior to the commencement date. Failure by any Respondent to timely respond or come to terms with the City will be cause for a rejection of the Proposal.

X. ADDITIONAL INFORMATION & PROVISIONS

A. Modifications.

In no event shall the deadline for submission of the Proposals be changed except by written modification from the City of Covington, Office of the City Solicitor. The City reserves the right to modify this Proposal through written addendum at any time prior to the Proposal deadline for any reason. All modifications shall be issued in a written

addendum and made available on the City’s website, www.covingtonky.gov, prior to the deadline for submissions.

The City shall not be responsible for oral interpretations given by any City employee, representative, elected official, or others. The issuance of written addenda is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to this Proposal, the City will attempt to notify all prospective submitting entities and the addenda shall become a permanent part of the Proposal; however, it shall be the responsibility of each submitting entity, prior to submitting a Proposal to review the Request details at www.covingtonky.gov, to determine if any addenda were issued and to make such addenda a part of the submission of its Proposal.

B. Competitive Negotiation.

It is the intent of the City that this Request for Proposal is conducted according to the competitive negotiation procedures set forth in KRS 45A.370. It shall be the Vendor’s responsibility to advise the City if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Proposal to a single source. Such notification must be submitted in writing and must be received no later than three (3) days after the opening date.

C. Exclusions.

Accidental exclusions on behalf of the City in this request will not be held against the City as an extra cost of doing business. It is the responsibility of the Respondent to assure that all necessary information including costs of providing the described service herein are included in the Respondent’s Proposal. Any “hidden” fees or services intentionally excluded or added to a Proposal to deceive the City will immediately disqualify the Respondent from this and any further business with the City.

D. Governing Law.

This RFP and any resulting agreement (“Final Agreement”) shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Any dispute arising under this RFP or the Final Agreement shall be resolved in a court of competent jurisdiction in Kenton County, Kentucky.

E. Prohibition against Conflicts of Interest.

By submitting a proposal, the Submitter affirms that is aware of the prohibition against conflicts of interest, gratuities, and kickbacks as set forth in KRS 45A.455, and agrees not to violate these provisions. The provisions of KRS 45A.455 are specifically incorporated herein by reference.

F. Indemnification.

It is the responsibility of the Respondent to assure that all necessary information Submitter shall indemnify and save harmless the City of Covington, its employees and elected leaders from and against all claims, suits, actions, damages, or causes of action

arising during the terms of the resulting agreement for any personal injury, loss of life, or damage to property sustained by reason of or as a result of the performance of the services or delivery of goods for which the resulting agreement was entered into, or its agents, employees, invitees, and all other persons, and for and against any orders, judgments, or decrees, which may be entered thereto, and from and against all costs, attorney's fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the City of Covington as set forth in Kentucky Statutes. The Submitter(s) agree to indemnify and save harmless the City of Covington, its employees and elected leaders and to defend from all cost, expenses, damages, attorney's fees, injury or loss to which the City may be subjected by any person, firm, corporation, or organization by reason of any wrongdoing, misconduct, want, or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by the successful Submitter(s), his employees, his agents or assigns.

G. Claims Against the City.

In consideration for the right to respond to this RFP, the Submitter waives any claim, liability or expense whatsoever against the City and its Staff, Commissioners and agents by reason of any or all of the following: Any aspect of this RFP, the Selection Process or any part thereof, any informalities or defects in the Selection Process, the failure to enter into any agreement, any statements, representations, acts or omissions of the City, the exercise of any discretion set forth or concerning any of the foregoing, and any other matters arising out of all or any of the foregoing.

H. Final Award.

In making a final award, the City reserves the right to negotiate a fair and reasonable terms and conditions based on the information provided in the prevailing proposer's proposal. If after negotiation, the parties fail to reach a final agreement, the City reserves the right to proceed to the next highest evaluated proposal.

I. Non-Appropriation.

In the event that no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under any Final Agreement, then the City will notify the Prevailing Submitter of such occurrence and the Final Agreement shall terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under the Final Agreement are exhausted. No payments shall be made or due to any Prevailing Submitter under any Final Agreement beyond the amounts that are appropriated and budgeted by the City to fund payments hereunder.

J. Cancellation.

It is the intention of the City of Covington to purchase material from sources of supply that will give prompt and convenient service. Any failure of the Prevailing Submitter

to satisfy the requirements of the City of Covington shall be reason for termination the Final Award. Any proposal may be rejected in whole or in part for good cause when in the best interest of the City of Covington.

K. Assignment of Contract.

The successful submitter shall not assign or subcontract any portion the final project contract without the express written consent of the City. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that the City shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of the City.

L. Authority to do Business.

Submitter must be a duly organized and authorized to do business under the laws of the Commonwealth of Kentucky and of the City of Covington, KY. Submitter must be in good standing and have full legal capacity to provide the services specified under the Final Agreement. The Submitter must have all necessary right and lawful authority to enter into any Final Agreement for the full term. Pursuant to Chapter 110 of the Covington Code of Ordinances, any Prevailing Submitter must obtain a City of Covington, KY Occupational License prior to executing a Final Agreement with the City.

M. Tax-Exemption.

The City of Covington, KY is exempt from sales tax and Federal Excise Tax: Certificate Number 61-6001804.

N. Code of Ethics.

With respect to this RFP, if any submitter violates or is a party to a violation of the Code of Ethics of the City of Covington, KY, or the City's procurement regulations and/or the Commonwealth of Kentucky statutes, such submitter may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals or bids for goods and services for the City of Covington, KY.

O. Preference for Resident Bidders.

The provisions of KRS 45A.490 to 45A.494 are specifically incorporated into this RFP as if set forth in full.

P. Or Equal Items Permitted.

Items equal to that named or described in the specifications may be furnished.

Q. RFP Expenses.

All expenses for making proposals to the City of Covington are to be borne by the proposer.

R. Late Proposals.

Any proposals received after the above stated due date and time will not be considered. It shall be the sole responsibility of the proposer to have the proposal delivered to the City for receipt on or before the due time and date indicated. If a proposal is sent by U. S. Mail, the proposer shall be responsible for its timely delivery to the City of Covington. Proposals delayed by mail shall not be considered and shall be rejected. Arrangements may be made for return of the proposal at the proposer's request and expense.

S. Public Information Notice.

Please note that all information submitted for review may be subject to the **Kentucky Open Records Act** and may be made available upon request by the public. Respondents should identify any confidential, proprietary information or trade secrets and provide justification as to why the disclosure of the records would permit an unfair commercial advantage to the Respondent's competitors.

Exhibit A – Schedule of Property – Commercial Property

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City of Covington, Kentucky
 Schedule of Commercial Properties

Loc.	Bldg.	Address	Description	Year Built	Last updates (plumbing/electric/roof/other)	Sq.Ft.	Fire Alarm	Sprinkler	Stories	Use	Building Limit	Contents Incl I&B	Computers	Total Insurance Value	Const
1	1	50 E. Riverside Dr.	River Center Garage		2010 - Fire Alarm	460,000	yes	yes	4	3rd Party	\$18,028,694	\$0		\$18,028,694	Non-Combustible
					2011 - Sprinkler System										
					2012-13 repaint										
					2013-Exposed drain lines repaired/replaced										
					New lights 2013										
2	1	501 Scott	Midtown Garage	2002	2012-13 repaint	145,152	yes	yes	6	3rd Party	\$3,827,550	\$0		\$3,827,550	Non-Combustible
					New lights 2012-13										
3	1	26 E. 7th	City Center Garage	1996	2012-13 repaint	135,576	yes	yes	4	3rd Party	\$4,955,241	\$0		\$4,955,241	Non-Combustible
					New lights 2012-13										
4	1	100 East Robbins	Company #1	1975		21,276	no	no	1	Occ	\$4,631,749	\$117,910	\$5,473	\$4,755,132	Joisted Masonry
5	1	1252 Parkway	Company #2	1932		2,298	no	no	2	Occ	\$164,494	\$35,984	\$5,473	\$205,951	Joisted Masonry
6	1	1255 Hands Pike	Company #5	1990	metal roof 2015	4,743	no	no	1	Occ	\$847,774	\$35,984	\$5,473	\$940,231	Joisted Masonry
7	1	1502 Holman	Company #6	1981		5,476	no	no	2	Occ	\$644,080	\$51,021	\$5,473	\$700,574	Masonry/non-combustible
8	1	3315 Church	Company #8	2003		9,085	yes	yes	1	Occ	\$2,432,402	\$105,308	\$5,473	\$2,543,183	Joisted Masonry
9	1	1 Police Memorial (20th & Madison Ave)	Police Head Quarters	1981		27,636	yes	yes	1	Occ	\$10,040,764	\$317,488	\$32,838	\$10,391,090	Masonry/non-combustible
			Garage	1981		9216								included	
10	1	743 Dalton	Goebel Pool	1972-73		5,917	no	no	1	Occ	\$482,827	\$0		\$1,025,418	Joisted Masonry
10	2		Pool Bldgs /Prop In Open								\$542,591				
11	1	800 Greenup	Randolph Pool	1973		4,794	no	no	1	Occ	\$391,190	\$40,603		\$676,992	Joisted Masonry
11	2		Pool Bldgs								\$245,199				

City of Covington, Kentucky
 Schedule of Commercial Properties

Loc.	Bldg.	Address	Description	Year Built	Last updates (plumbing/electric/roof/other)	Sq.Ft.	Fire Alarm	Sprinkler	Stories	Use	Building Limit	Contents Incl I&B	Computers	Total Insurance Value	Const
12	1	157 E. 43rd & Decoursey	Water Park	1998		1958/480	no	no	1	Occ	\$283,662	\$0		\$673,302	
12	2		Park/Playground Equipment								\$163,200				
12	3		Picnic Shelter								\$11,220				
12	4		Picnic Shelter								\$11,220				
12	5		Light Poles								\$204,000				
13	1	4399 Boron	Office / Fleet / RoW / Gen.Main	1971-72		24,580	no	no	1	Occ	\$398,209	\$62,257	\$10,946	\$471,412	Non-Combustible
13	2	4399 Boron	Annex			9,654	no	no	1	Occ	\$255,000	\$0		\$255,000	Non-Combustible
13	3	4399 Boron	Salt Dome	2005		2,795	no	no	1	Occ	\$131,325	\$0		\$131,325	Frame
13	4	rear - 4399 Boron	Transfer Station	1976-77	Fire/repairs 2014	13,133	yes/no	yes	1	Occ	\$960,911	\$0		\$960,911	Non-Combustible
14	1	1700 Montague	Devou DPI	1980		7,128	no	no	1	Occ	\$314,349	\$25,490		\$339,839	Non-Combustible
14	2	1700 Montague	Devou DPI - wooden barns				no	no	1	Occ	\$11,220	\$9,826		\$21,046	Wood
14	3	1700 Montague	Devou DPI - wooden barns								\$11,220			\$11,220	
15	1	1600 Montague	Stone Shelter			2,511	no	no	1		\$94,901	\$0		\$94,901	Joisted Masonry
15	2	1600 Montague	Breaden Rest room	2011	Newer Facility	768	no	no	1		\$204,000	\$0		\$255,000	Joisted Masonry
15	3	1600 Montague	Playground Equip								\$20,400				
15	4	1600 Montague	Picnic Shelter			768					\$30,600				
15	5	1600 Montague Rd. Devou Park	Behringer Crawford Museum	? /2006-07	Rear addition built ub 2006-2007	20,000	yes	yes	2/3 story	Joint Effort	\$3,242,408	\$0		\$3,242,408	Joisted Masonry
					New standing metal roof on old section 2013					Leased					Non-Combustible
					Some electrical up grades in old section 2013										
					Window replacement 2014										
					HV/AC upgrade within 5 years										
					Repaired multiple holes in basement ceiling and correct electrical concerns 2013-2014										
			Outdoor Center												
16	1	Devou Park	Concession / Rest room	2012-13	Concession/rest room new facility	1,800	no	no	1		\$408,000	\$0		\$408,000	Joisted Masonry
16	2	Devou Park	Volpenhein Rest room	2011	Newer Facility	450	no	no	1		\$255,000	\$0		\$326,400	Joisted Masonry
16	3	Devou Park	Playground Equip.								\$40,800				

City of Covington, Kentucky
 Schedule of Commercial Properties

Loc.	Bldg.	Address	Description	Year Built	Last updates (plumbing/electric/roof/other)	Sq.Ft.	Fire Alarm	Sprinkler	Stories	Use	Building Limit	Contents Incl I&B	Computers	Total Insurance Value	Const
16	4	Devou Park	Shelter								\$30,600				
		Devou Park	Playground Equip.								\$11,220				
16	5	Devou Park	Prisoners Lake Pump Station	2012	Newer Facility		no	no	-1		\$204,000	\$0		\$204,000	Non-Combustible
16	6	Devou Park	BAND SHELL								\$400,000				
17	1	Devou Golf	Manitenance Building	2011	Newer Facility	3,150	no	no	1	Leased	\$135,094	\$0		\$135,094	Non-Combustible
18	1	23 W. 7th (between 7th & Pike St.)	Arcade	1976			no	no	1		\$372,157	\$0		\$372,157	Joisted Masonry
19	1	1324 Madison	One Stop		Newly rentivated 2013-14 - soon to be occupied	25704	yes	yes	1	Joint Effort	\$4,315,620	\$0		\$4,315,620	Joisted Masonry
20	1	5th & Philadelphia	Maintenance Building	1975		1,533	no	no	1	Occ	\$63,036	\$0		\$63,036	Joisted Masonry
20	2	5th & Philadelphia	2- Open Air Shelters	1975		2,520	no	no	1		\$94,554	\$0		\$94,554	Frame
20	3	5th & Philadelphia	Old Bath House			720	no	no	1		\$31,518	\$0		\$31,518	Joisted Masonry
20	4	5th & Philadelphia	Clock Tower	1975		426	no	no	2		\$1,225,515	\$0		\$1,347,915	Joisted Masonry
20	5	5th & Philadelphia	Gazebo								\$20,400				
20	6	5th & Philadelphia	Playground Equip.	2016							\$102,000				
		Leased by the City													
21	1	20 W. Pike	City Building							Leased		\$371,595	\$21,892	\$393,487	Joisted Masonry
22	1	2300 Madison Ave.	Housing Dept.	2001	Shingles		yes	yes	no	leased	\$0	\$0	\$5,473	\$5,473	Joisted Masonry
		Leased by the City													
23	1	415 Scott St.	Bike Patrol		Leased from Allen Henghle							\$10,808		\$10,808	
24	1	1255 Hands Pike	Playground Equip.								\$51,000				
25	1	Carlisle Ave. & 35th	Playground Equip.								\$15,300			\$15,300	
26	1	Ashland Ave. & Madison Ave.	Playground Equip.								\$35,700			\$35,700	
27	1	30th & Decoursey	Playground Equip.								\$15,300			\$15,300	
28	1	Avis Ferris	Playground Equip.								\$15,300			\$15,300	
29	1	Howell & W. 23rd St.	Playground Equip.								\$15,300			\$15,300	

City of Covington, Kentucky
 Schedule of Commercial Properties

Loc.	Bldg.	Address	Description	Year Built	Last updates (plumbing/electric/roof/other)	Sq.Ft.	Fire Alarm	Sprinkler	Stories	Use	Building Limit	Contents Incl I&B	Computers	Total Insurance Value	Const
30	1	Justin Sims Memorial	Playground Equip.								\$11,220			\$11,220	
31	1	Glenway Ave. & Thomas Claygon Joseph Meyer Memorial Park	Playground Equip.								\$11,220			\$11,220	
32	1	15Th Easter Ave.	Playground Equip.								\$25,500			\$25,500	
33	1	114 W. Robbins St.	Playground Equip.								\$11,220			\$11,220	
34	1	9th & Philadelphia	Playground Equip.								\$11,220			\$11,220	
35	1	West Covington & Parkway St.	Playground Equip.								\$11,220			\$11,220	
Totals											\$61,521,414	\$1,184,274	\$98,514	\$62,804,202	

Exhibit B – Schedule of Property – Vacant Property

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City of Covington, Kentucky
 Schedule of Vacant Properties

Loc.	Bldg.	Address	Description	Year Built	Last updates (plumbing/electric/roof/other)	Sq.Ft.	Fire Alarm	Sprinkler	Stories	Use	Building Limit	Contents Incl I&B	Computers	Total Insurance Value	Const
1	1	1515 Madison Avenue	Multi-Unit			10,683	N/A	N/A	2.5	Vacant	\$250,000	\$0	\$0	\$250,000	Non-Combustible

Exhibit C – Loss Run Information

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The Cincinnati Insurance Companies - Claims Loss Runs

Insured: CITY OF COVINGTON

Agency: 34002 - ARTHUR J. GALLAGHER RISK MGMT

Valid Through Date: 05-08-18

Next Month-End Closing Date: 05-31-18

Last Month-End Closing Date: 04-30-18

Sorted by Date of Loss

LOC	Policy	Policy Effect	Named Insured	QA #	Cat	Loss Date	Loss Description	Loss Type	Claimant/Favoe	Paid	Gain/Subc	Expense	End of Month Closed	or Incurred
	ENP0277930	07-01-16	CITY OF COVINGTON				NO LOSSES							
	ENP0277930	07-01-15	CITY OF COVINGTON				NO LOSSES							
	ENP0277930	07-01-14	CITY OF COVINGTON				NO LOSSES							

The Cincinnati Insurance Companies - Claims Loss Runs

Insured: CITY OF COVINGTON

Agency: 16445 - ROEDING INSURANCE

Valid Through Date: 05-03-18

Next Month-End Closing Date: 05-31-18

Last Month-End Closing Date: 04-30-18

Sorted by Date of Loss

LOC	Policy	Policy Effect Date	Named Insured	Q#	Cat	Loss Date	Loss Description	Loss Type	Claimant/Payee	Paid	Settle/Subc	Expense	End Row or Month Closed	Incurred
	ENP0415898	07-01-17	CITY OF COVINGTON				NO LOSSES							
	ENP0415898	08-01-16	CITY OF COVINGTON				NO LOSSES							
	ENP0415898	08-01-16	CITY OF COVINGTON	1		03-21-17	EQUIPMENT BREAKDOWN	PHY DM	City of Covington	16,754	0	0	07/17	16,754
Total for Loss Date 03-21-17										16,754	0	0	0	16,754
Total for Policy Effective Date 08-01-16										16,754	0	0	0	16,754
Total for Policy Symbol ENP										16,754	0	0	0	16,754
Report Grand Total										16,754	0	0	0	16,754

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Exhibit D. Non-Collusion Affidavit of Respondent

AFFIDAVIT OF PRINCIPAL CONTRACTOR

STATE OF _____ :
SS:
COUNTY OF _____ :

_____, being first duly sworn, deposes and says that he/she is

(Sole Owner/Partner/President/Secretary/Other Title)

of _____, who on _____, 20____,
(Name of Submitter) (Date Bid Submitted)

submitted to
a proposal as set forth in the attached copy; that all statements of fact in such proposal are true; that such submission was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such submission is genuine and not collusive or sham; that said submitter has not directly or indirectly, by agreement, communication of conference with anyone attempting to induce action prejudicial to the interests of the public body which is to award the contract, or of any other submitter or anyone else interested in the proposed contract; and further, that prior to the public opening and reading of proposals, said submitter,

- (a) did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- (b) did not directly or indirectly, collude, conspire, connive or agree with anyone else that said submitter or anyone else would submit a false or sham proposal, or that anyone should refrain from submitting or withdraw his/her proposal;
- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said submitter or of anyone else, or to raise or fix any overhead, profit or cost element of his proposal price, or that of anyone else;
- (d) did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership or other financial interest with said submitter in his/her business; and

(e) did not include in his/her bid price any fees, dues, charges, or assessments because required to do so by reason of his/her membership in or affiliation with any association, organization, corporation, partnership, company, individual or group of individuals, or because of any agreement or understanding with anyone that he/she would do so.

Name of Organization: _____

Signature and Date: _____

Typed or Printed Name: _____

Title: _____

Subscribed and sworn to before me this ____ day of _____, 2018.

(SEAL OF NOTARY HERE)

Notary Public in and for
My commission expires _____.

Exhibit E. Campaign Finance Affidavit of Respondent

AFFIDAVIT OF PRINCIPAL CONTRACTOR

STATE OF _____ :
SS:
COUNTY OF _____ :

being first duly sworn, deposes and says that he is

(Sole Owner/Partner/President/Secretary/Other Title)

of _____, who on _____, 20____,
(Name of Submitter) (Date Bid Submitted)

submitted to
a proposal as set forth in the attached copy; that submitter has not knowingly violated any
provision of the campaign finance laws of the Commonwealth and the award of a contract to the
prevailing submitter would not violate any provision of the campaign finance laws of the
Commonwealth.

Name of Organization: _____

Signature and Date: _____

Typed or Printed Name: _____

Title: _____

:
Subscribed and sworn to before me this ____ day of _____, 2018.

(SEAL OF NOTARY HERE)

Notary Public in and for
My commission expires _____.