

**REQUEST FOR PROPOSALS FOR
INSURANCE BROKER AND RISK MANAGEMENT SERVICES
RFP No. 22-22**

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PART I

GENERAL INFORMATION TO OFFERORS

SUMMARY	
When:	Proposals must be submitted by Friday, February 24, 2023, at 12:00 PM.
Where:	Philadelphia Parking Authority Attention: Shannon Stewart, Manager of Contract Administration 701 Market Street, Suite 5400 Philadelphia, PA 19106
How:	Proposals must be delivered in a sealed package via mail, certified mail, return receipt requested (to include commercial delivery services) or by hand-delivery no later than Friday, February 24, 2023, at 12:00 PM. Whether mailed or hand-delivered, all envelopes must display the Offeror’s name and “RFP No. 22-22 Insurance Broker and Risk Management Services” must be boldly and clearly handwritten (not typewritten). All proposals must be presented with one (1) original and seven (7) copies , individually numbered, and an electronic version consisting of one PDF file .
Mandatory Pre-Proposal Meeting	<p>A mandatory Pre-Proposal Meeting will be held in the offices of the Authority, 701 Market Street, Suite 5400, Philadelphia, PA 19106 on Friday, January 27, 2023, at 11:00 AM. Offerors may attend in-person or virtually via Microsoft Teams. See meeting information below:</p> <p>Pre-Proposal Meeting Join on your computer, mobile app or room device</p> <p>Click here to join the meeting</p> <p>Meeting ID: 292 334 292 92 Passcode: dAkwEU</p> <p>Download Teams Join on the web</p> <p>Or call in (audio only)</p> <p>+1 929-346-7319,,773858435# United States, New York City</p> <p>Phone Conference ID: 773 858 435#</p> <p>Find a local number Reset PIN</p> <p>Learn More</p> <p>Offerors must be in attendance at this meeting to be considered an eligible Offeror.</p> <p>Prospective Offerors who are having technical difficulties attending the meeting should contact Shannon Stewart for assistance, 215.837.9025.</p> <p>Prior to attending the meeting Offerors must register using the Offeror Registration Form.</p>

I-1. Introduction.

This Request for Proposals (“RFP”) is being issued by the Philadelphia Parking Authority, (“Authority”), a body corporate and politic created under the laws of the Commonwealth of Pennsylvania in accordance with the Act of June 19, 2001, P.L. 287, No. 22, 53 Pd. C.S. § 5501 et seq. as amended, known as the “Parking Authority Law”. The Authority seeks a qualified professional insurance broker to provide comprehensive brokerage services under a one (1) year contract. The term of the contract may be extended by and at the sole option of the Authority for up to 4 (four) additional one-year renewals.

As a Request for Proposals, this is not an invitation to bid and although price is important, other pertinent factors will be taken into consideration.

I-2. Mission Statement.

The mission of the Philadelphia Parking Authority is to contribute to the economic vitality of Philadelphia and the surrounding region by effectively managing and providing convenient parking on the street, at the airport, and in garages and lots; effectively operating a system of red-light camera enforcement; regulating taxicabs, limousines and transportation network companies; and other transportation-related activities.

A number of customer-focused actions flow from the PPA mission:

- Improving cooperation and planning with PPA stakeholders, including state and local transportation partners,
- Implementing cutting-edge technology to improve the customer experience and enhance overall management and agency efficiency,
- Emphasizing employee training on industry best practices,
- Maximizing transparency in hiring and procurement,
- Implementing on-street parking management policies that address neighborhood needs throughout the City,
- Encouraging reasonably priced off-street parking through rate setting policies at seven PPA Center City facilities,
- Maintaining and improving neighborhood parking lots to address both residential and commercial demand,
- Providing leadership in partnering with private and public hospitality and tourism entities to enhance the visitor experience,
- Applying the latest technology for a superior customer experience at the parking facilities at Philadelphia International Airport in support of this important regional economic engine,
- Encouraging safe, clean, reliable taxicab, limousine and transportation network company service through sound regulations and consistent enforcement,
- Improving vehicle and pedestrian safety in targeted intersections through automated red-light enforcement,
- Applying latest technology and continuing staff development to provide the highest quality public service with maximum efficiency.

I-3. Procurement Questions.

Prospective Offerors are encouraged to submit questions concerning the RFP in writing no later than Friday, February 10, 2023 at 12:00 PM. Questions concerning this RFP are to be submitted via email to Shannon Stewart at sstewart@philapark.org with “RFP No. 22-22 Insurance Broker and Risk Management Services” listed in the subject line. Only questions submitted in writing will be addressed. The Authority will answer all questions in writing to all qualified Offerors. Any furnished answers will not be official until they have been verified, in writing, by the Authority. The Authority shall not be bound by any verbal information, nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Authority. The Authority does not consider questions to be a protest of the Work Statement or of the solicitation.

I-4. Clarification of Instructions.

Should the prospective Offeror find a discrepancy in or an omission from the Work Statement or any part of this RFP, or should he or she be in doubt as to the meaning of any term contained therein, the Offeror shall notify Shannon Stewart,

Manager of Contract Administration via email at stewart@philapark.org prior to the question deadline. All questions and clarification requests will be responded to via written addendum that will be emailed to all registered Offerors. Addenda will also be posted to the Authority's website, www.philapark.org.

I-5. Restrictions of Contact.

From the issue date of this RFP until the Authority's Board approves the awarding of the contract, **Shannon Stewart is the sole point of contact concerning this RFP.** Any violation of this condition by an Offeror may result in the Authority rejecting the offending Offeror's proposal. If the Authority later discovers that the Offeror has engaged in any violations of this condition, the Authority may reject the offending Offeror's proposal or rescind its award. Offerors must agree not to distribute any part of their proposals beyond the Authority. An Offeror who shares information contained in its proposal with other Authority personnel and/or competing Offeror personnel may be disqualified.

I-6. Proposal Conditions.

Sealed proposals must be received in the office of the Philadelphia Parking Authority, addressed to Shannon Stewart, 701 Market Street, Suite 5400, Philadelphia, PA 19106, by Friday, February 24, 2023, no later than 12:00 PM. Each Offeror shall submit to the Authority the information and forms required, which forms, and information shall become the property of the Authority and will not be returned to Offerors, unless a written request to withdraw is received prior to the opening of proposals. Failure to attach documents required for submittal at the time of submittal will result in the offer being rejected.

I-7. Small and Small Diverse Business Requirements.

The Authority is continually looking for opportunities available for growth and advancement among small and small diverse business through contracts to provide products, services, or construction to the Authority. Offerors shall identify their status as a small and diverse business by completing the Small and Small Diverse Business Participation Submittal form included in the Proposal Form along with a copy of their Small Business Procurement Initiative certificate issued from the Pennsylvania Department of General Services. Offerors may self-certify at:

<https://www.dgs.pa.gov/Small%20Business%20Contracting%20Program/Pages/default.aspx>

I-8. Signatures Required.

The bids *must* be signed in all spaces where signatures are required. In cases of corporation, the signature must be that of a duly authorized officer of the corporation and officer's title must be stated. In cases of a business entity other than a corporation, the title of the signer and type of entity is required.

I-9. Instructions for Affidavit of Non-Collusion.

1. The Non-Collusion Affidavit is material to any contract awarded through a public solicitation.
2. This Non-Collusion Affidavit must be executed by the member, officer or employee of the offeror who makes the final decision on terms and prices identified in the proposal.
3. Bid rigging or collusion and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit below should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the offeror with responsibilities for the preparation, approval or submission of the proposal.
4. In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately on behalf of each party.
5. The term "complementary proposal" as used in the Affidavit has the meaning commonly associated with that term in the request for proposal process and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or noncompetitive proposal, and any other

form of proposal submitted for the purpose of giving a false appearance of competition.

6. Failure to file and attach an Affidavit in compliance with these instructions will result in disqualification of the proposal.

I-10. Insurance Requirements.

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offeror's must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required, you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum.

Insurance requirements will not be negotiated after the proposal due date.

I-11. Executed Contract Required.

By submitting a proposal in response to this RFP the Offeror agrees that the Authority will not be bound to any contract, performance or payment obligation until the Authority's Board votes to award a contract to the successful Offeror and the Authority's Executive Director signs the written contract.

I-12. Contract Negotiation.

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab I)** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a **part of the response**. Exceptions or requested changes to the sample contract should be made with great care. The Authority may reject all or some of those changes or exceptions, in its sole discretion.

I-13. Business Licenses:

The proposal should include the Offeror's Philadelphia Commercial Activity License (formerly Business Privilege License) number and the Offeror's Federal Tax ID number if the Offeror is seeking representation of the Authority in Philadelphia. If the Offeror does not currently have a Philadelphia Commercial Activity License, it must obtain one no later than five business days after notification of selection. If the Offeror does not believe that it needs a Philadelphia Activity License, an explanation with references to statute and/or the Philadelphia Code should be included with the proposal.

I-14. Rejection or Acceptance of Proposals.

An Evaluation Committee comprised of Authority employees will review all proposals. Discussions and negotiations may be conducted with responsible Offerors for the purpose of clarification and of obtaining best and final offers. Responsible offers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing Offerors.

The responsible Offeror whose proposal is determined in writing to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, shall be selected for contract negotiation. In the event the negotiations reveal that the proposal selected for negotiation is not the most advantageous or the Offeror selected for negotiation defaults or withdraws from negotiation, the Evaluation Committee may select another proposal then determined to be the most advantageous to the Authority, taking into consideration price and all evaluation factors, for contract negotiation. The Authority may cancel the RFP and reject all proposals at any time prior to award by the Board.

The Authority reserves the right to waive any irregularities in the completion of the forms and papers enclosed in this schedule; to accept or reject any or all proposals; to re-advertise for proposals if desired, and to accept any proposal which, in the judgment of the Authority, will be in the Authority's best interest.

Any form which is required to be submitted and which is incomplete, conditional, obscure, contains additions not called for and not approved by the Authority, or which contains irregularities of any kind, may be cause for rejection of the proposal, in the sole discretion of the Authority. At any time up to the hour and date set for opening of proposals, an Offeror may withdraw its proposal. Such withdrawal must be in writing and sent to the Authority at the address set forth herein by a nationally recognized overnight courier service, certified mail, return receipt requested, or delivered in person. Such withdrawal shall be effective only upon receipt by the Authority evidenced by written confirmation of such receipt and will preclude the submission of another proposal by such Offeror. After the scheduled time for opening of proposals, no Offeror will be permitted to withdraw their proposal, and each Offeror hereby agrees that their proposal shall remain firm for the contract period. A proposal made and opened may be withdrawn with the written permission of the Authority, if the Authority determines in its sole discretion that the proposal is inconsistent with the best interest of the Authority.

I-15. Unacceptable Proposals.

No proposal will be accepted from, or selection made of any person, firm or corporation that is in arrears or in default to the Authority upon any debt or contract, or whose insurer or banking institution is in default as surety or otherwise upon any obligation to the Authority or has failed in the sole opinion of the Authority to faithfully perform any previous contract with the Authority.

I-16. Subcontracting.

Any use of subcontractors by an Offeror must be identified in the proposal. During the contract period, use of any subcontractors by the selected Offeror, which were not previously identified in the proposal, must be approved in advance in writing by the Authority.

I-17. Notification of Offeror Selection.

The Authority will study and evaluate all proposals which are received in accordance with the instructions set forth in the proposal package and may select an Offeror or multiple Offerors and notify all other Offerors of the selection within sixty (60) days after the date the proposals are opened. Such notice shall be in writing and mailed to the address furnished by each respective Offeror in the Transmittal Letter. The selected Offeror(s) shall not start the performance of any work prior to the effective date of the Contract and the Authority shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the effective date of the Contract. Costs incurred by the Offeror in the preparation of the proposal or during any review or negotiations shall be born exclusively by the Offeror.

I-18. Standard Practices.

All work performed under the contract shall be subject to inspection and final approval by the Authority, through the Executive Director or his designee.

I-19. Document Disclosure.

While documents exchanged by or with the Authority or its agents during this process may be protected from public release by certain terms of Pennsylvania's Right to Know Law (65 P.S. §§67.101–67.3104), Pennsylvania's Procurement Code, or other laws, many documents may not be protected. All Offerors are advised to seek counsel or otherwise educate themselves regarding open records laws and regulations in Pennsylvania.

I-20. Statement of No Proposal.

All Prospective Offerors that do not intend to submit a proposal are asked to complete the Proposal Decline Form enclosed in the proposal documents. This document must be emailed to the attention of Shannon Stewart, Manager of Contract Administration at sstewart@philapark.org. Specific comments and observations are encouraged.

I-21. Shipping and Delivery.

The Offeror will be responsible for all shipping and delivery costs of the specified items required to support the proposal.

PART II

INFORMATION REQUIRED FROM OFFERORS

II-1. Proposal Format.

All proposals submitted must conform to the following format requirements. A transmittal letter signed by a person authorized to engage the Offeror in a contract must be included in your proposal. Proposals must be submitted on letter size (8 ½" x 11") paper. The point size font for text must be 12 to 14. All documents must contain a one-inch margin. For exhibits, 11x17 paper is acceptable. An electronic version of the Proposal Form can be provided to all prospective Offerors upon request. Forms that are altered by the offeror may be grounds for rejection of the Offerors response.

The tab requirements are as follows:

- Tab A - Transmittal Letter
- Tab B - Qualifications and Experience
- Tab C - Key Personnel
- Tab D - References
- Tab E - Fee Proposal
- Tab F - Proposal Form
- Tab G - Technical Response
- Tab H - Evidence of Insurance
- Tab I - Proposed Amendments to Contract
- Tab J - Financial Statements
- Tab K - Disclosure of Legal Actions

II-2. Transmittal Letter (Tab A).

Offerors shall submit a cover letter, signed by an authorized principal or agent of the company, which provides an overview of the Offeror's proposal, as well as the name, title, email address and phone number of the person to whom the Authority may direct questions concerning the proposal. Indicate if you have an office local to Philadelphia. Include a statement by the Offeror accepting all terms and conditions contained in this RFP, signed by an officer or individual with authority to bind the firm.

II-3. Qualifications and Experience (B).

Offerors must have a minimum of eight (8) years' experience in providing the services described in this RFP.

Offerors are to provide a summary of their firm's qualifications and experience representing government agencies in the Commonwealth of Pennsylvania with regard to the Work Statement set forth in this RFP. Discuss and describe the experience your company has in servicing and understanding the unique needs and exposures of the Authority in relation to size and resources. Experience shown should be work done by individuals who will be assigned to this account. Provide a comprehensive list of government clients managed by your firm nationwide.

Describe the structure of your organization, including the number of employees and available resources locally, nationally, and globally. Describe your areas of specialization, specifically including the resources your organization possesses in support of these areas of specialization. Also, provide a copy of your most recent annual report. If not provided in your annual report, provide the annual volume of premiums handled by your company.

II-4. Key Personnel (Tab C).

Include the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Provide an organizational chart of the team who will be servicing the Authority's account. Show where these personnel will be physically located during the

time they are engaged in the work. Include through a resume or similar document education and experience in Insurance Broker and Risk Management Services. Indicate the responsibilities each will have in the project and how long each has been with your company.

Resumes are to include educational qualifications and previous work assignments that relate to this RFP. The primary employee anticipated to represent the Authority must be named. Include any personnel or services that set you apart from other insurance broker and risk management firms or reasons why it would be most advantageous for the Authority to contract with you.

II-5. References (Tab D).

A minimum of three (3) Government preferred references, to whom similar services were provided within the last 3 years. The client references must include the name of the organization, address, email address, telephone number, individual contact person, the dates services were performed, and a description of the services provided.

II-6. Fee Proposal (Tab E).

The firm's only permitted source of income, revenue or compensation earned in connection with any Authority account is the annual fixed flat rate paid by the Authority. Any other source of income, revenue, consideration or compensation, including, but not limited to, commissions and overrides received by the consultant in connection with an Authority account, must be disclosed and remitted to the Authority or subtracted from the annual fee proposed.

Fee schedule is:

- (1) For the First Term of the Agreement: \$ _____ (ending June 30, 2024).
- (2) For the Second Term of the Agreement: \$ _____ (ending June 30, 2025).
- (3) For the Third Term of the Agreement: \$ _____ (ending June 30, 2026).
- (4) For the Second Term of the Agreement: \$ _____ (ending June 30, 2027).
- (5) For the Third Term of the Agreement: \$ _____ (ending June 30, 2028).

In the event the Agreement is renewed after the first term expires, the annual fee will be paid in four quarterly installments on June 30, September 30, December 30, and March 30 of the term.

II-7. Proposal Form (Tab F).

The proposal form attached as *Appendix A* must be submitted in its entirety (except for the Proposal Decline Form). All signature lines must be executed.

II-8. Technical Response (Tab G).

Describe in narrative form your technical plan for accomplishing with work. Use the Work Statement in Part IV of the RFP as your reference point. Describe your strategy and plans for policy renewals and marketing. Include your approach to evaluating insurers and your method of presenting your findings to the Authority. Provide details of industry training/updates that are available free of charge to employees of the Authority.

II-9. Insurance Requirements (Tab H).

The successful Offeror will be required to submit Insurance Coverage as outlined in *Appendix C*. Offerors must submit with their proposal a sample certificate of insurance from a recent project that meets the requirements. If you do not currently carry the level of insurance that is required, you must submit a letter from your insurance company indicating that they will provide the required insurances as outlined in this RFP if awarded a contract. If you would like to request a waiver or relief for any coverages required, you must submit that request during the question period and allow the Authority to respond via addendum.

Insurance requirements will not be negotiated after the proposal due date.

II-10. Proposed Amendments to Contract (Tab I).

If successful, this procurement process will result in the presentation of a completed final-form contract to the Authority's Board for approval at a public meeting. To advance that goal a sample contract is included for review as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal** in order to be considered.

II-11. Financial Statements (Tab J).

Offeror must provide complete financial statements for the last three years, which have been audited or reviewed by an independent Certified Public Accountant who is not an employee of the Offeror. Complete financial statements must include, at a minimum, a balance sheet, income statement, reconciliation of equity, and a cash flow statement. Offeror may only submit one copy of their financial statements either with the original proposal or in a separate envelope marked "confidential".

The Authority will maintain the confidentiality of financial information submitted by an Offeror. That information will be reviewed by professionals in the Authority's Finance Department and will not otherwise be released, disseminate, or shared with any third party absent legal mandate and advanced notice to the bidder.

Financial information submitted in response to an RFP is generally exempt from disclosure under Pennsylvania's Right to Know Law. 65 P.S. § 67.708(b)(26). The Authority will not sign non-disclosure agreements related to an Offeror's financial information. A proposal submitted without the required financial information may be considered nonresponsive, rejected, and not considered for award.

II-12. Disclosure of Legal Actions (Tab K).

Provide a summary and the status of any current or ongoing legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship. The existence of any such pending actions, suits, proceedings, claims or investigations may be a factor considered by the Authority in determining which Offeror should be awarded that contract but will not automatically disqualify the Offeror from consideration. Should there be no legal actions, suits, proceedings, claims or investigations pending with any governmental agency with which the Offeror has had or currently has a contractual relationship, a statement to that effect will be included.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal shall be (a) submitted by an Offeror who was represented at the mandatory pre-proposal meeting; (b) timely received from an Offeror; (c) properly signed by the Offeror.

III-2. Technical Nonconforming Proposals. The three (3) Mandatory Responsiveness Requirements set forth in Section III-1 above are the only RFP requirements that the Authority will consider to be non-waivable. The Authority reserves the right, in its sole discretion, to waive any other technical or immaterial nonconformities in the proposal, allow the Offeror to cure the nonconformity, or consider the nonconformity in the evaluation of the proposal.

III-3. Proposal Evaluation. Proposals will be reviewed, evaluated, and rated by an Evaluation Committee consisting of Authority employees. The Authority will select the most highly qualified Offeror or the Offeror whose proposal is determined to be most advantageous to the Authority as determined by the criteria listed below.

During the evaluation process, the Authority may require an Offeror to answer questions regarding the proposal and/or require certain Offerors to make formal presentation to the Evaluation Committee.

III-4. Evaluation Criteria. The Authority determined that it is not advantageous for it to use a bidding process to secure the services detailed in this RFP because it wished to consider criteria other than price in the award process, in particular, the Offeror's qualifications and experience.

Proposals will be evaluated consistent with the requirements of this RFP and determine the most responsive Offerors as follows:

- | | |
|---|--------------------|
| a. Responsiveness of the proposal to the submission requirements set forth in the RFP. | Weight: 5% |
| b. Qualification and experience of the Offeror regarding the Work Statement outlined in the RFP. | Weight: 30% |
| c. The technical ability and capacity of the Offeror to meet the terms of the contract as evidenced by technical response, reference feedback and past performance. | Weight: 30% |
| d. Proposed schedule and fees. The Authority is not bound to select the Offeror who proposes the lowest fees. | Weight: 25% |
| e. Small and Small Diverse Business participation. | Weight: 10% |

PART IV

WORK STATEMENT

IV-1. General.

The Philadelphia Parking Authority (“Authority”) is seeking the services of a qualified professional insurance broker to provide comprehensive brokerage services. The selected Offeror will coordinate with the Authority’s Project Manager for the implementation of the services. The expected brokerage services will be generally related to the following types of Authority insurance products (in certain circumstances including Authority affiliate coverage) including but not limited to:

- Property/B&M
- Comprehensive General Liability
- Excess General Liability
- Umbrella Liability
- Directors and Officers Liability
- Employment Practices Liability
- Automobile Liability
- Garage Keepers Liability
- Commercial Crime
- Workers Compensation
- Surety Bonds
- Cyber Liability
- Active Shooter Liability (new coverage desired, the Authority does not currently carry this coverage)

IV-2. Specific.

The duties of the insurance broker will include but are not limited to the following:

A. Insurance Broker Services

1. Assign an experienced Account Manager to the Authority who will be responsible for communication with the Authority. The Account Manager, along with any other team members assigned, must be available daily to the Authority for advice and consultation on insurance program related issues and concerns. Company must identify the office from which the Authority account would be serviced.
2. Conduct coverage analysis and selection of appropriate Property, Contractors Equipment, Builders Risk and Business Income values utilizing existing Property appraisals, income statements and other available documentation. Provide risk assessments for these exposures as well as for other coverage exposures whether currently insured or not.
3. Provide recommendations for appropriate program structures, including appropriate deductibles, retentions, and policy limits, based on the loss analysis and the Authority’s desired level of risk retention.
4. Assure that insurance policies are placed with reputable and financially responsible insurers in accordance with A.M. Best and other credit rating agencies. Keep the Authority informed of any changes in the financial rating of its insurers, make recommendations and take appropriate actions based upon such changes.
5. Assist the Authority in the completion of all applications, documents and gathering of data that may be requested by insurance companies.
6. Development of criteria for an identification of qualified insurers and, when appropriate, giving due consideration to all insurance markets throughout the world, including, but not limited to, domestic stock

and mutual companies, reciprocals, Lloyds, foreign companies and other markets. No insurance carrier shall be utilized that is not acceptable to the Authority.

7. Solicit proposals from insurance carriers, review and evaluate the proposal submitted, and make recommendations to the Authority as to such proposals.
8. With the consent of the Project Manager as to terms and conditions, negotiate for the Authority's consideration and selection insurance policy coverages to appropriately protect the insurable assets of the Authority on a net of commission basis.
9. Review insurance policies upon receipt to verify conformance to the specifications and negotiations and, as necessary, request and monitor required changes.
10. On a basis of any relevant information received from the Authority, finalization of manuscript policies and preparation of all materials required in connection with soliciting insurance carriers.
11. Review and evaluate all premium audit statements and invoices, including verification of all premiums, provide notice of changes in premiums or terms and conditions, cancellation and all communications from insurers.
12. Review and process endorsements, exceptions and other changes to insurance policies, including explanation and recommendations to the Authority and implementation of the Authority's decisions.
13. Issue required Certificates of Insurance requested by the Authority and maintain a list of all certificate holders.
14. Provide the Authority with an insurance schedule for all coverages maintained by the Authority.
15. Review and provide binders, policies, endorsements and certificates of insurance for all insurance coverages managed by the broker on behalf of the Authority. Broker must indicate its internal standards for timely delivery of the above.
16. Company shall interact with, assist and keep informed any existing insurer or third-party administrator used by the Authority for policy periods preceding the date of this Agreement as necessary to manage risk to the Authority.
17. Evaluate on an ongoing basis the operating exposures, various insurance policy coverage terms, conditions, limits and deductibles and make recommendations to enhance coverage, improve cash flow, and reduce overall cost of risk of the Authority.
18. Continuously update the Authority on emerging market and exposure trends and benchmark the Authority premium rates, limits, retentions and loss experience with other similar organizations and provide recommendations for improvement.
19. Work with the Authority to develop renewal strategies. Obtain and evaluate competitive coverage proposals from various insurance companies or other represented service providers.
20. Coordinate and oversee the performance of all related services performed by insurance companies, underwriters, adjusters and/or other arranged or bundled service providers.
21. Provide such other services related to placed and managed insurance coverage as the Authority may reasonably request.

B. Risk Management Services

1. Upon receipt of notice of any claim against the Authority identify the appropriate insurer based on the nature of the claim and place the insurer on notice of the claim to preserve the Authority's insurance coverage related to the noticed incident.
2. Periodically review and identify changes in the Authority's loss exposure.
3. Assist the Authority in establishing, implementing, administering, and monitoring a safety and loss prevention program. This will include on-site facility inspections and training of Authority employees by qualified Company employees or agents.
4. Assist the Authority in the monitoring of losses and processing of claims under the insurance policies.
5. Work with the Authority personnel to provide advice regarding any Third-Party Administrator Claims Management Services.
6. Meet with the Authority personnel and third-party administrators or insurers and counsel as appropriate (typically done on a quarterly basis) to discuss any of the items listed in scope of services identified above and to conduct a claims review meeting.
7. Assist the Authority's Director of Risk Management with the development of an agency-wide Risk Management Plan to include the identification, analysis, monitoring and control of risk to decrease the probability and impact of events adverse to the Authority's interests.
8. The Insurance Broker will work with our Actuarial Consultants in the capacity to provide reports, data and information that would pertain to the period(s) requested in a timely manner. The Broker will work directly with our assigned actuary to facilitate the transfer of data and required information. The Parking Authority will work in the role as facilitator to ensure all information is clearly communicated to the Broker and expedite all requests that would originate with the Actuary Consultant.

C. Third Party Insurance/Bonding Recommendations

1. Assist the Authority in securing sufficient insurance coverage and limits of liability needed from contractors and subcontractors dealing with the Authority, including:
 - a. The analyzation of the subject matter of the proposed contract and recommend coverages and limits tailored the proposed lease, service, or product to be provided to the Authority (not boiler plate recommendations).
 - b. The duty to provide strategic analysis and make insurance and liability recommendations regarding the Authority's pursuit of contractors through its procurement process, such as through public bidding, requests for proposals, etc.
 - c. Provide recommendations for bonding requirements regarding the Authority's pursuit of contractors through its procurement process, such as through public bidding, requests for proposals, etc.

D. Stewardship Report

1. Provide an annual service report to the Authority on or before March 30 of each year during the term of this Agreement. Such report shall include:
 - a. A complete list of insurance coverage in force.
 - b. An evaluation of the overall program.
 - c. A summary of prior objectives and achievements.

- d. A synopsis of financial funding aspects of the program.
 - e. A summary of claims administration and loss prevention services provided.
 - f. Recommendations for modifications.
 - g. A forecast of market conditions and renewal costs.
 - h. A detailed summary of fees and commissions received during the service period.
 - i. Commentary on any other developments or issues with respect to the program or the Authority's business.
2. All reports, calculations, estimates and other documents, data or information prepared by Company pursuant to the Scope of Services shall remain the property of the Authority and Company shall not have the right to use, duplicate or disclose such data or materials, in whole or in part, in any manner and for any purpose whatsoever, without the prior written approval of the Authority.

Note: The Philadelphia Parking Authority appoints outside counsel as necessary, all potential insurers must be made aware of the Authority's control over the selection of counsel in all matters. Insurers should be made aware that in all matters requiring attorney representation, the Authority alone will select and direct legal activities, with the understanding that the insurer may have input as to resolution and strategy.

PART V

CONTRACT TERMS AND CONDITIONS

V-1. Sample Contract. A sample contract is attached to this solicitation as *Appendix B*. Please review the sample contract carefully. Any exceptions or requested changes to the contract **must be clearly noted in the proposal (Tab I)** in order to be considered.

Exceptions or requested changes to the sample contract will be considered a part of the response. Exceptions or requested changes to the sample contract should be made with great care, because the number of changes made or the need for subsequent negotiations will factor into the scoring of the proposal.

The Authority's Contractor Integrity Provisions are attached to the proposed form of contract as Exhibit "A". Those Provisions apply to every Authority contractor and any party seeking to contract with the Authority. By submitting a proposal to this public procurement process the potential contractor agrees to comply with the Contractor Integrity Provisions.

V-2. Contract Term. The term of the contract shall commence upon award of a contract by the Authority's Board at a public meeting and execution of a contract by the Executive Director and shall end one year thereafter unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to 4 (four) additional one-year renewals.

Appendix A
Proposal Form

**THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET – SUITE 5400
PHILADELPHIA, PA 19106**

**INSURANCE BROKER AND RISK MANAGEMENT SERVICES
RFP No. 22-22**

PROPOSAL FORM

1. The undersigned submits this proposal in response to the above referenced **RFP No. 22-22 Insurance Broker and Risk Management Services**” being familiar with and understanding the advertised notice of opportunity, General Information, Work Statement, Proposal Form, Affidavit of Non-Collusion, and Addenda if any (the “Proposal Documents”), as prepared by the Philadelphia Parking Authority and posted on the Authority’s Internet website and on file in the office of the Authority at 701 Market Street, Suite 5400, Philadelphia, PA 19106. The party submitting a proposal is the “Offeror”.
2. The Authority reserves the right to withdraw and cancel this RFP prior to opening or to reject any and all proposals after proposals are opened if in the best interest of the Authority, in the Authority’s sole discretion. If the Authority accepts Offeror’s offer, Offeror agrees to execute a contract memorializing the proposal’s terms if the contract is delivered to Offeror within 60 days of the proposal opening date. This provision will not be interpreted to preclude the execution of a contract related to this proposal outside of that 60-day period.
3. Offeror acknowledges receipt of the following addenda:

Addendum	Date
_____	_____
_____	_____
_____	_____

4. **Contract Term.** The term of the contract shall commence upon award of a contract by the Authority’s Board at a public meeting and execution of a contract by the Executive Director and shall end one year thereafter unless it is terminated earlier pursuant to the terms of the contract. The term of the contract may be extended by and at the sole option of the Authority for up to 4 (four) additional one-year renewals.

5. **Requirement Statement:** The undersigned Offeror agrees to provide insurance and risk management services as specified in the Work Statement, any Addenda, if issued and the response submitted.

Signature

Name
(Please Print)

Title

Date

6. Offeror Signatures: Complete one section below.

If proposal is by a corporation, form must include the date and be signed here by (a) President or Vice President, and (b) Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Officer. If this form is not so signed, a corporate resolution authorizing form of execution must be attached to this proposal.

Signature

Typed or Printed Name

Title

Business Name of Offeror

Street Address

City/State/ZIP Code

Email Address

Telephone Number

Signature

Typed or Printed Name

Title

Date

If proposal is by a business entity other than a corporation form must be dated and signed here:

Authorized Signature

Typed or Printed Name

Title

Date

Type of Entity

Business Name of Offeror

Street Address

City/State/ ZIP Code

Telephone Number

7. Affidavit of Non-Collusion:

State of: _____
County of: _____

RFP No. _____

I state that I am _____ (Title) of _____ (Name of my organization) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal and I have placed my signature below.

I state that:

(1) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, Offeror or potential Offeror.

(2) Neither the price(s) nor the amount of this proposal, and neither the terms nor the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is an Offeror or potential Offeror, and they will not be disclosed before proposal opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal in response to this Proposal, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

(4) The proposal of my organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal. I have read, understand and will abide by the Authority's Contractor Integrity Provisions.

(5) _____ (my organization's name) its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that _____ (my organization's name) understands and acknowledges that the above representations are material and important and will be relied on by The Philadelphia Parking Authority when awarding the contract for which this proposal is submitted. I understand and my organization understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from The Philadelphia Parking Authority of the true facts relating to the submission of proposals / proposals for this contract.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS ____ DAY
OF 20__

Signature

Printed Name

Notary Public
My Commission Expires: _____

8. Qualifications:

- a. **Type of business:** Individually owned
Check one Partnership
Corporation
Other

- b. **Number of employees:** Under 25
Check one Under 50
Under 100
Over 100

c. **If you have had previous contracts with the Authority, list date and product or service provided:**

i.....

ii.....

iii.....

d. **Philadelphia Business Activities License Number:** _____

e. **Federal EIN Number:** _____

Philadelphia Parking Authority

SMALL AND SMALL DIVERSE BUSINESS PARTICIPATION SUBMITTAL

RFP Name and Number: _____

Offeror: _____

Contact Name: _____ Email: _____

OFFEROR INFORMATION:

Does the Offeror hold a Small Business Procurement Initiative certificate issued by the Pennsylvania Department of General Services? Yes No (MUST check one)

If yes, please identify each category that applies to your business:

1. _____.
2. _____.
3. _____.
4. _____.
5. _____.

The Offeror will need to attach a copy of their SBPI certificate. Offeror will be required to maintain their status as a certified Small and Diverse Business throughout the entire term of the contract. **This form must be completed and submitted with your proposal.** If you do not participate in the Small Business Procurement Initiative, please check the box for "No" and submit with your proposal.

MANAGER OF CONTRACT ADMINISTRATION
THE PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA, PA 19106



Proposal Decline Form: RFP No. 22-22 Insurance Broker and Risk Management Services

If you did not submit an offer to the Authority for this solicitation, please return this form immediately.

The undersigned contractor declines to submit an offer for this project.

Name: _____

- Requirements too "tight" (explain below)
- Unable to meet time period for responding to this Proposal
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to complete Work Statement
- Unable to meet Bond/Insurance Requirements
- Work Statement unclear (explain below)
- Unable to meet Insurance Requirements
- Unable to meet Contract Requirements (explain below)
- Other (specify below)

Comments:

Upon completion of this form, please email the form to Shannon Stewart, Manager of Contract Administration at sstewart@philapark.org. A link to the electronic version of this form can be found on our website or by clicking this link, <https://app.smartsheet.com/b/form/0de830f136514f65813d631c6f1f8aa2>.

Appendix B
Sample Contract

Appendix C

Insurance Requirements

Appendix D

Supplemental Information

1. List of Authority Equipment & Vehicles
2. Payroll Expense Report
3. Schedule of Authority Properties
4. 2022-2023 Insurance Program Summary
5. Information available upon Award

Appendix D-1. List of Authority Equipment & Vehicles

RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Equipment

AUTHORITY EQUIPMENT		
YEAR	MAKE	MODEL
2008	INGERSOLL COMPRESSOR	
2007	ATLV4300 SWEEPER	
2007	NILFISK SWEEPER RS501	
2020	CASE	SR270
2007	CAM	6CAM18STT
2011	KUBOTO	MINI EXCAVATOR
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	DIESEL CAN WITH FUMES RING	
	DIESEL CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
2014	KUBOTO	
2022	72" CHANNEL UTILITY TRAILER	

FACILITY MAINTENANCE		
2015	CASE	SR250
2015	CASE	SR250
2015	CAM	TRAILER
2015	CAM	TRAILER
2004	GENIE	HIGH REACH
2007	TENNANT	ATLV4300
2007	TENNANT	ATLV4300
2007	TENNANT	ATLV4300
2020	CASE	SR270
2020	CASE	SR270
2007	CASE	6CAM18STT
2006	CLARK	FORK LIFT
	GAS CAN WITH FUMES RING	
2008	Top Brand	
	GAS CAN WITH FUMES RING	
2016	HAULMARK TRAILER	
	GAS CAN WITH FUMES RING	
	GAS CAN WITH FUMES RING	
2006	CLARK	FORK LIFT
	GAS CAN WITH FUMES RING	
	DIESEL CAN WITH FUMES RING	
	DIESEL CAN WITH FUMES RING	
	DIESEL CAN WITH FUMES RING	

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Appendix D - List of Authority Equipment

YEAR	MAKE	MODEL
	DIESEL TRANSFER CONTAINER IN THE BACK OF TRUCK #701	
2014	KUBOTO	
2014	KUBOTO	
2015	CAM	TRAILER
2015	CAM	TRAILER
2015	CAM	TRAILER
2015	CAM	TRAILER
2022	LANDOLL TRAILER	
1997	STRAIGHT BODY	
2015	CAM	TRAILER
1998	STRAIGHT BODY	
1999	MOTORCYCLE	
2006	CLARK	FORK LIFT
2007	CASE	Frontend Loader 570
2007	CASE	450SSL
2011	CASE	450 SSL
	GAS CAN WITH FUMES RING	
2013	DOOSAN	Compressor
2013	DOOSAN	Compressor
2008	INGERSOLL	COMPRESSOR
2008	INGERSOLL	COMPRESSOR
2019	DOOSAN	P185
2020	DOOSAN	P185
2020	DOOSAN	P185
2014	KUBOTO	
2014	KUBOTO	

EQUIPMENT OUT OF SERVICE		
2003	GRIMMER	COMPRESSOR
2005	GRIMMER	COMPRESSOR
2006	GRIMMER	COMPRESSOR
2007	NILFISK	RS501
2007	NILFISK	RS501
2007	NILFISK	RS501
2011	CASE	450
2003	GRIMMER	COMPRESSOR
2008	GRIMMER	COMPRESSOR
1994	LANDOLL	TRAILER

**RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Vehicles**

AUTHORITY VEHICLES

ADMINISTRATIVE SERVICES - OFF- STREET - 1 VEHICLES

	YEAR	MAKE	MODEL
1	2014	FORD	ESCAPE

AIRPORT OPERATIONS - OFF-STREET - 25 VEHICLES

	YEAR	MAKE	MODEL
1	2020	FORD	EXPLORER
2	2021	CHEV	COLORADO
3	2012	FORD	ESCAPE
4	2013	FORD	ESCAPE
5	2013	FORD	ESCAPE
6	2014	FORD	ESCAPE
7	2015	FORD	ESCAPE
8	2015	CHEV	Silverado
9	2015	CHEV	Silverado
10	2015	CHEV	Silverado
11	2015	CHEV	Silverado
12	2015	CHEV	Silverado
13	2016	FORD	ESCAPE
14	2016	FORD	ESCAPE
15	2016	CHEV	Silverado
16	2016	CHEV	Silverado
17	2016	CHEV	Silverado
18	2016	CHEV	Silverado
19	2019	CHEV	Equinox
20	2019	CHEV	Equinox
21	2019	CHEV	Equinox
22	2019	DODGE	RAM 2500
23	2019	CHEV	Equinox
24	2018	CHEV	BOLT EV LT
25	2018	CHEV	BOLT EV LT

AUCTION DEPARTMENT - ON-STREET - 2 VEHICLES

	YEAR	MAKE	MODEL
1	2012	FORD	EXPLORER
2	2012	FORD	ESCAPE

CONSTRUCTION MANAGEMENT & CAPITAL PROJECTS - OFF-

	YEAR	MAKE	MODEL
1	2011	FORD	EXPLORER
2	2014	FORD	FOCUS
3	2018	CHEV	BOLT EV LT

BOOTING - ON-STREET - 14 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	2500 EXPRESS
2	2020	CHEV	2500 EXPRESS
3	2020	CHEV	2500 EXPRESS
4	2020	CHEV	2500 EXPRESS
5	2013	CHEV	1500 CARGO
6	2013	CHEV	1500 CARGO
7	2016	CHEV	2500 EXPRESS
8	2016	CHEV	2500 EXPRESS
9	2016	CHEV	2500 EXPRESS
10	2018	FORD	EXPLORER
11	2019	CHEV	1500 CARGO
12	2019	CHEV	1500 CARGO
13	2019	CHEV	1500 CARGO
14	2019	CHEV	1500 CARGO

EXECUTIVE STAFF - 3 VEHICLES

	YEAR	MAKE	MODEL
1	2013	FORD	EXPLORER
2	2014	FORD	ESCAPE
3	2018	FORD	EXPLORER

HOUSE KEEPING - 3 VEHICLES

	YEAR	MAKE	MODEL
1	2002	FORD	F250 4X4 P/U
2	2015	CHEV	City Express
3	2005	FORD	EXPLORER

HUMAN RESOURCES - 2 VEHICLES

	YEAR	MAKE	MODEL
1	2018	CHEV	MALIBU
2	2018	CHEV	MALIBU

IT - OFF-STREET - 2 VEHICLES

	YEAR	MAKE	MODEL
1	2014	FORD	ESCAPE
2	2005	FORD	EXPLORER

**RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Vehicles**

AUTHORITY VEHICLES

FACILITY MAINTENANCE - OFF-STREET - 25 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	SILVERADO 2500 P/U
2	2020	CHEV	SILVERADO 2500 P/U
3	2020	DODGE	RAM 5500 DUMP TK
4	2012	CHEV	SILVERADO P/U TK
5	2012	CHEV	SILVERADO P/U TK
6	2012	CHEV	SILVERADO P/U TK
7	2012	CHEV	SILVERADO P/U TK
8	2013	CHEV	1500 SILVERADO
9	2013	CHEV	3500 SILVERADO
10	2013	CHEV	2500 Silverado
11	2004	FREIGHTL	M2 SERIES
12	2014	FORD	ESCAPE
13	2015	DODGE	RAM5500
14	2015	CHEV	EXPRESS
15	2016	FORD	ESCAPE
16	2007	INTERN	7600 SERIES
17	2017	CHEV	2500 SILVERADO
18	2017	CHEV	2500 SILVERADO
19	2019	DODGE	RAM 2500
20	2019	DODGE	RAM 2500
21	2015	FORD	ESCAPE
22	2022	CHEVY	SILVERADO 2500 P/U
23	2022	CHEVY	SILVERADO 2500 P/U
24	2022	CHEVY	SILVERADO 2500 P/U
25	2022	CHEVY	SILVERADO 2500 P/U

FLEET OPERATIONS - OFF-STREET - 12 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	EQUINOX
2	2011	FORD	EXPLORER
3	2002	FORD	F450 EAGLE
4	2003	INTERN	4400 SERIES
5	2013	CHEV	3500 series
6	2004	INTERN	4300 Series
7	2006	CHEV	IMPALA
8	2005	FORD	EXPLORER
9	2005	CHEV	Trailblazed
10	2015	CHEV	SILVERADO
11	2007	FORD	F350 UTILITY
12	2008	DODGE	DUMP TRUCK

OPERATIONS - OFF-STREET - 4 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	MALIBU
2	2012	FORD	ESCAPE
3	2014	FORD	ESCAPE
4	2015	FORD	ESCAPE

ON-STREET - 1 VEHICLE

	YEAR	MAKE	MODEL
1	2014	FORD	ESCAPE

PUBLIC ENGAGEMENT - 1 VEHICLE

	YEAR	MAKE	MODEL
1	2020	CHEV	MALIBU LT

PROCUREMENT - 0 VEHICLE

RED LIGHT - 1 VEHICLE

	YEAR	MAKE	MODEL
1	2020	CHEV	MALIBU

TAXI & LIMO - OFF-STREET - 7 VEHICLES

	YEAR	MAKE	MODEL
1	2013	FORD	ESCAPE
2	2013	FORD	ESCAPE
3	2013	FORD	ESCAPE
4	2013	FORD	ESCAPE
5	2014	FORD	ESCAPE
6	2014	FORD	ESCAPE
7	2014	FORD	ESCAPE

REGULATIONS - ON-STREET - 7 VEHICLES

	YEAR	MAKE	MODEL
1	2021	CHEV	MALIBU
2	2012	FORD	FOCUS
3	2014	FORD	FOCUS
4	2014	FORD	FOCUS
5	2015	FORD	FOCUS
6	2022	CHEV	MALIBU
7	2022	CHEV	MALIBU

**RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Vehicles**

AUTHORITY VEHICLES

METERS - ON-STREET - 39 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	SILVERADO 2500
2	2020	FORD	T350HD
3	2020	FORD	T350HD
4	2020	FORD	T350HD
5	2020	FORD	T350HD
6	2010	DODGE	CARAVAN
7	2010	DODGE	CARAVAN
8	2011	DODGE	CARAVAN
9	2012	CHEV	IMPALA
10	2012	FORD	ESCAPE
11	2012	FORD	ESCAPE
12	2003	FORD	F550 CAB/CH
13	2013	FORD	EXPLORER
14	2015	FORD	ESCAPE
15	2015	DODGE	CARAVAN
16	2015	DODGE	CARAVAN
17	2015	CHEV	CARGO 3500
18	2015	CHEV	CARGO 3500
19	2015	CHEV	CARGO 3500
20	2015	DODGE	Promaster 3500
21	2006	Intern	4300 Series
22	2016	CHEV	LS CARGO VAN
23	2016	CHEV	LS CARGO VAN
24	2006	CHEV	IMPALA
25	2017	CHEV	CARGO EXT
26	2008	FORD	F550 CAB/CH
27	2008	FORD	F550 CAB/CH
28	2009	DODGE	CARAVAN
29	2009	CHEV	COBALT
30	2009	CHEV	3500 Cargo Van
31	2009	CHEV	3500 Cargo Van
32	2009	CHEV	3500 Cargo Van
33	2009	CHEV	3500 Cargo Van
34	2022	CHEV.	MALIBU
35	2022	CHEVY	EQUINOX
36	2022	CHEVY	EQUINOX
37	2022	CHEVY	EQUINOX
38	2022	CHEVY	EQUINOX
39	2022	CHEVY	EQUINOX

REVENUE CONTROL - OFF-STREET - 1 VEHICLES

	YEAR	MAKE	MODEL
1	2016	FORD	ESCAPE

RISK MANAGEMENT - 1 VEHICLE

	YEAR	MAKE	MODEL
1	2014	FORD	ESCAPE

SECURITY - ON-STREET - 5 VEHICLES

	YEAR	MAKE	MODEL
1	2012	FORD	FOCUS
2	2009	CHEV	1500 CARGO
3	2022	CHEV	MALIBU
4	2006	CHEV	IMPALA
5	2006	CHEV	IMPALA

**RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Vehicles**

AUTHORITY VEHICLES

TICKETING - ON-STREET - 74 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	EXP.2500 12P
2	2020	CHEV	EXP.2500 12P
3	2020	CHEV	EXP.2500 12P
4	2020	CHEV	EXP.2500 12P
5	2020	CHEV	EXP.2500 12P
6	2020	CHEV	EXP.2500 12P
7	2020	CHEV	EXP.2500 12P
8	2020	CHEV	EXP.2500 12P
9	2020	CHEV	EXP.2500 12P
10	2020	CHEV	EXP.2500 12P
11	2020	CHEV	MALIBU LT
12	2020	CHEV	MALIBU LT
13	2020	CHEV	MALIBU LT
14	2020	CHEV	MALIBU LT
15	2020	CHEV	MALIBU LT
16	2020	CHEV	MALIBU LT
17	2010	FORD	E350
18	2013	FORD	FOCUS
19	2014	FORD	FOCUS
20	2013	CHEV	IMPALA
21	2015	FORD	FOCUS
22	2015	FORD	FOCUS
23	2015	FORD	FOCUS
24	2015	FORD	FOCUS
25	2015	FORD	FOCUS
26	2015	FORD	FOCUS
27	2015	FORD	FOCUS
28	2015	FORD	FOCUS
29	2015	FORD	FOCUS
30	2016	FORD	FOCUS
31	2016	FORD	FOCUS
32	2016	CHEV	2500/12PV
33	2016	CHEV	2500/12PV
34	2016	CHEV	2500/12PV
35	2016	CHEV	2500/12PV
36	2016	CHEV	2500/12PV
37	2016	CHEV	2500/12PV

	YEAR	MAKE	MODEL
38	2018	CHEV	MALIBU LT
39	2018	CHEV	MALIBU LT
40	2018	CHEV	MALIBU LT
41	2018	CHEV	MALIBU LT
42	2018	CHEV	MALIBU LT
43	2018	CHEV	MALIBU LT
44	2018	CHEV	MALIBU LT
45	2018	CHEV	MALIBU LT
46	2018	CHEV	MALIBU LT
47	2018	CHEV	MALIBU LT
48	2018	CHEV	MALIBU LT
49	2018	CHEV	MALIBU LT
50	2018	CHEV	MALIBU LT
51	2018	CHEV	MALIBU LT
52	2018	CHEV	MALIBU LT
53	2018	CHEV	MALIBU LT
54	2018	CHEV	MALIBU LT
55	2018	CHEV	MALIBU LT
56	2018	CHEV	MALIBU LT
57	2009	CHEV	IMPALA
58	2009	CHEV	2500/12PV
59	2009	CHEV	2500/12PV
60	2019	CHEV	2500/12PV
61	2019	CHEV	2500/12PV
62	2019	CHEV	2500/12PV
63	2019	CHEV	2500/12PV
64	2022	CHEV	MALIBU LT
65	2022	CHEV	MALIBU LT
66	2022	CHEV	MALIBU LT
67	2022	CHEV	MALIBU LT
68	2022	CHEV	MALIBU LT
69	2022	CHEV	MALIBU LT
70	2022	CHEV	MALIBU LT
71	2022	CHEV	MALIBU LT
72	2022	CHEV	MALIBU LT
73	2022	CHEV	MALIBU LT
74	2018	CHEV	BOLT EV LT

**RFP No. 22-22 Annual Financial Auditor
Appendix D - List of Authority Vehicles**

AUTHORITY VEHICLES

TOWING - ON-STREET - 76 VEHICLES

	YEAR	MAKE	MODEL
1	2020	CHEV	SILVERADO 3500
2	2021	DODGE	RAM5500
3	2021	DODGE	RAM5500
4	2021	DODGE	RAM5500
5	2021	DODGE	RAM5500
6	2021	DODGE	RAM5500
7	2021	DODGE	RAM5500
8	2021	DODGE	RAM5500
9	2021	DODGE	RAM5500
10	2021	DODGE	RAM5500
11	2021	DODGE	RAM5500
12	2011	DODGE	5500 RENEGADE
13	2011	DODGE	5500 RENEGADE
14	2011	DODGE	5500 RENEGADE
15	2011	DODGE	5500 RENEGADE
16	2011	FORD	EXPLORER
17	2012	DODGE	5500 RENEGADE
18	2012	DODGE	5500 RENEGADE
19	2012	DODGE	5500 RENEGADE
20	2012	DODGE	5500 RENEGADE
21	2012	DODGE	4500 SERIES
22	2012	DODGE	4500 SERIES
23	2012	DODGE	4500 SERIES
24	2012	DODGE	4500 SERIES
25	2012	DODGE	4500 SERIES
26	2012	DODGE	4500 SERIES
27	2012	DODGE	5500 DUMP TK
28	2012	DODGE	5500 DUMP TK
29	2013	FORD	EXPLORER
30	2004	INTERN	7600 Series
31	2004	INTERN	7600 Series
32	2015	CHEV	CREW CAB P/U
33	2015	CHEV	CREW CAB P/U
34	2015	CHEV	3500 TOW TK
35	2015	FORD	F750
36	2015	FORD	F750
37	2015	FORD	F750
38	2015	DODGE	RAM4500

	YEAR	MAKE	MODEL
39	2015	DODGE	RAM4500
40	2015	DODGE	RAM4500
41	2015	DODGE	RAM4500
42	2015	DODGE	RAM4500
43	2015	DODGE	RAM4500
44	2015	DODGE	RAM4500
45	2015	DODGE	RAM4500
46	2015	DODGE	RAM4500
47	2015	CHEV	2500 SERIES
48	2016	FORD	ESCAPE
49	2016	FORD	ESCAPE
50	2016	FORD	ESCAPE
51	2016	DODGE	RAM4500
52	2016	DODGE	RAM4500
53	2016	DODGE	RAM4500
54	2016	DODGE	RAM4500
55	2016	DODGE	RAM4500
56	2016	DODGE	RAM4500
57	2016	DODGE	RAM4500
58	1996	FORD	WALK-IN
59	2017	FORD	EXPLORER
60	2017	FORD	ESCAPE
61	2017	FORD	ESCAPE
62	2017	DODGE	RAM4500
63	2008	Internat	7600 SERIES
64	2019	CHEV	EQUINOX
65	2018	DODGE	5500 SERIES
66	2018	DODGE	5500 SERIES
67	2018	DODGE	5500 SERIES
68	2018	DODGE	5500 SERIES
69	2018	DODGE	5500 SERIES
70	2018	DODGE	5500 SERIES
71	2018	DODGE	5500 SERIES
72	2018	DODGE	5500 SERIES
73	2018	DODGE	5500 SERIES
74	2018	DODGE	5500 SERIES
75	2018	DODGE	5500 SERIES
76	1999	VOLVO	TRACTOR

Appendix D-2. Payroll Expense Report

RFP No. 22-22 Insurance Broker and Risk Management Services
Appendix D - Payroll Data

Q2 2021	\$12,941,188
Q3 2021	\$12,769,328
Q4 2021	\$12,836,155
Q1 2022	\$12,855,614

Total	\$51,402,285
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Appendx D-3. Schedule of Authority Properties

**RFP No. 22-22 Insurance Broker and Risk Management Services
Appendix D - Philadelphia Parking Authority Locations**

Loc No.	Address	Occupancy / Construction
Administration & Operations		
1	701 Market St. (Main Administration Offices)	Leased location (former Lit Brothers Building renovated late 1980s) / 5-story masonry building – flat roof. PPA occupies 80,000 SF of office space on portions of the sub-basement, 4th & 5th floors. Access controlled doors. Sprinklers are installed.
2	35 N. 8th Street (PPA Customer Service)	3,200 SF retail space. Masonry building with cinder-block walls and fire-code drywall. Access controlled doors. Sprinklers are installed.
3	2501 Wecacoe Street	One-story Masonry Flat Roof Office Building No sprinklers. 3,400 sq. ft. Leased Location.
4	6801 Essington Avenue	PPA Fleet Maintenance & Booting Operation
5	2415 Swanson Street	Taxi Cab Inspection Building non comb 2-story bldg
6	2535 S. Swanson Street	Lot 2 - Auction Lot. 85,014 sq. ft. leased location.
7	4601 Bath Street	Lot 6 - Impoundment Lot. 371,018 sq. ft. leased location.
8	6 East Oregon Ave	Lot 10 - Impoundment Lot. 4.96 Acres. Own property.
PHL Airport		
9	Philadelphia Int'l Airport (Garages A,B,C,D,E,F and 1)	Four (4) 5-story Ground Precast Parking Garages. No sprinklers.
10	Airport Admin. Office	One Story Masonry Flat Roof. No sprinklers. Administration Building 8,000 sq. ft.
11	Airport Maint. Building	1 Story, Pre-Engineered Flat Roof. No sprinkles. 4,300 sq ft
12	Plaza Booths (Airport)	Frame Construction
13	Phila Int'l Airport	Salt Shed

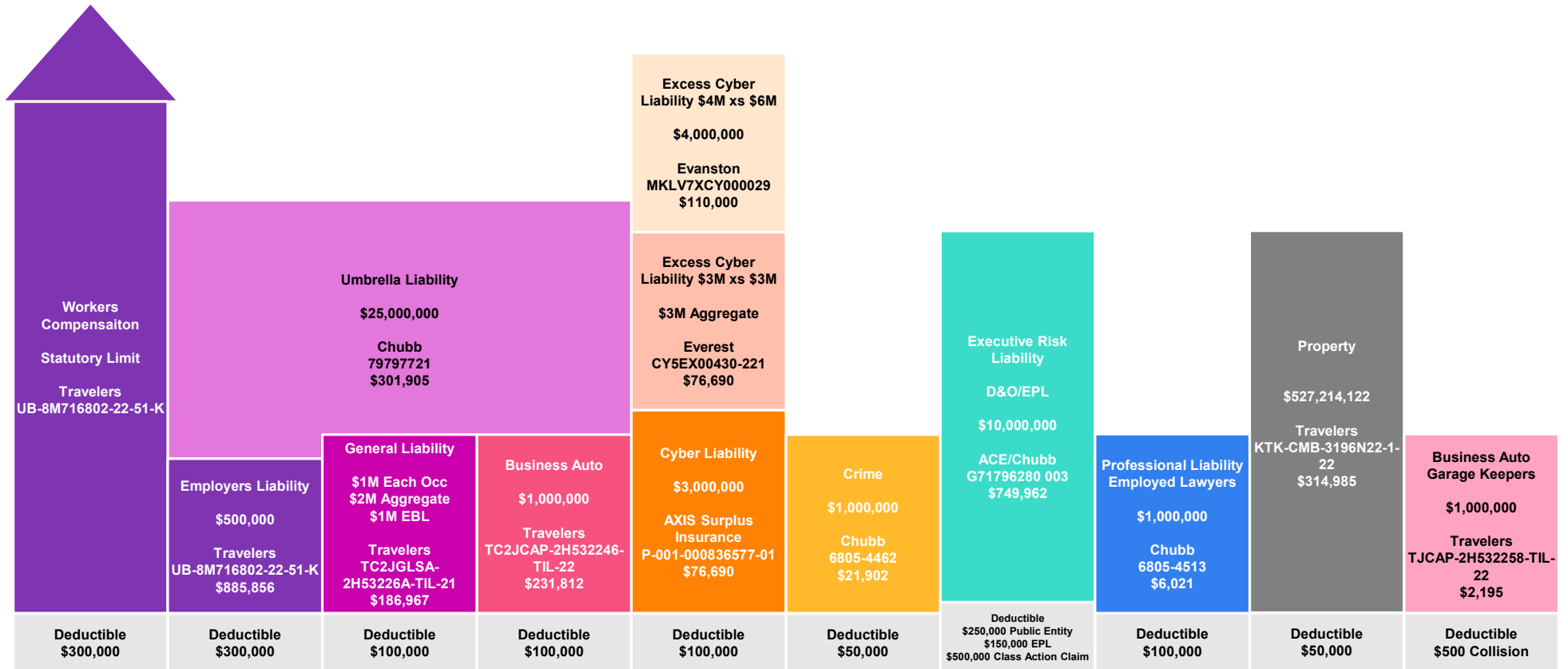
**RFP No. 22-22 Insurance Broker and Risk Management Services
Appendix D - Philadelphia Parking Authority Locations**

Loc No.	Address	Occupancy / Construction
Parking Structures		
14	1540 Vine Street (Gateway/Realen)	12-story above ground "cast in place" parking garage- capacity 1050 spaces. No sprinklers
15	901 Filbert Street - Market Street East 9th and Filbert Sts. Garage	8-level, above-ground, precast concrete, parking garage. No sprinklers
16	2nd and Samson Streets	5 Story, above ground parking garage. No sprinklers
17	14-20 South 10th St. (10th and Ludlow Street Garage)	5 story above ground "cast in place" parking garage. No sprinklers
18	41 North 6th Street (Independence Mall Garage)	3-story Masonry, underground parking garage - Flat Roof. (PPA not responsible for the Independence Visitor Center directly above the garage)
19	8th and Filbert Garage	5-story, above-ground parking garage N/S
20	1503-1511 Arch Street	Three levels of underground parking attached to a 14 story office building.

Appendix D-4. 2022-2023 Insurance Program Summary

Philadelphia Parking Authority

31 March 2022-2023 Insurance Overview



Philadelphia Parking Authority Summary of Policies

31 March 2022-2023

Coverage	Carrier	Policy Number	Limits	Deductible	Premium
Property	Travelers	KTK-CMB-3196N22-1-22	Policy Limit: \$527,214,122; Subject to various sublimits.	\$50,000 Each Occurrence (AOP) (Sublimits Deductibles per Policy)	\$314,985
General Liability	Travelers	TC2JGLSA-2H53226A-TIL-21	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate \$15,000,000 - Total Aggregate Limit EBL: \$1,000,000 Each Employee \$1,000,000 General Aggregate	\$100,000 Each Occurrence	\$186,967
Automobile Liability	Travelers	TC2JCAP-2H532246-TIL-22	\$1,000,000 Combined Single Limit Bodily Injury & Property Damage \$1,000,000 Motor Carrier Insurance for Public Liability \$1,000,000 Legal Liability	\$100,000 Each Occurrence	\$231,812
Automobile - Garage keepers; 1500-1588 Vine St., Phila. Only	Travelers	TJCAP-2H532258-TIL-22	\$1,000,000 Combined Single Limit Bodily Injury & Property Damage	\$100 Specified Causes of Loss \$500 Specified Causes of Loss (maximum) \$500 Collision	\$2,195
Workers Compensation	Travelers	UB-8M716802-22-51-K	Covered States - PA \$500,000 Bodily Injury Each Accident \$500,000 Bodily Injury by Disease-Policy Limit \$500,000 Bodily Injury by Disease- Each Employee	\$300,000 Each Occurrence	\$885,856
Umbrella	Chubb	79797721	\$25,000,000 Each Occurrence \$25,000,000 General Aggregate \$25,000,000 Excess Other Aggregate Limit	\$0	\$301,905 <i>(Optional Terrorism Included - \$27,446)</i>
Crime	Chubb	6805-4462	\$1,000,000 for: Employee Theft; Forgery; Inside Premises; In Transit; Computer Fraud; Funds Transfer Fraud; Money Orders and Counterfeit Fraud; Credit Card Fraud; Client Coverage \$250,000 for Expense ; \$100,000 Social Engineering	\$50,000	\$21,902
Executive Risk Liability (Directors & Officers, Employment Practices Liability)	ACE/Chubb	G71796280 003	\$10,000,000 Limit of Liability Each Claim and in the Aggregate for all Claims including Claims Expenses	\$250,000 Public Entity Liability \$150,000 Employment Practices \$500,000 Class Actions Claim	\$749,962
Professional Liability - Employed Lawyers \$1MM	Chubb	6805-4513	\$1,000,000 Maximum Aggregate Limit of Liability	\$100,000 Insuring Clause B : Individual Indemnified Liability Coverage	\$6,021
Cyber, Privacy and Network Security Liability – Primary \$3M	AXIS Surplus Insurance	P-001-000836577-01	\$3,000,000 Policy Aggregate Limit of Liability	\$100,000 Plus 12 Hour Waiting Period for Business Interruption Loss and Extra Expenses	\$76,690

Excess Cyber Liability - \$3M xs \$3M	Everest	CY5EX00430-221	\$3,000,000 Aggregate Limit of Liability for all Coverage Parts \$3,000,000 Aggregate Limit of Liability for the Underlying Insurance (Including Primary Policy)	\$0 \$100,000 Primary Policy Retention	\$76,690
Excess Cyber Liability - \$4M xs \$6M	Evanston	MKLV7XCY000029	\$4,000,000/\$4,000,000 excess of \$6,000,000 - Aggregate Limit of Liability	\$0	\$110,000