

Bell Aliant Centre

REQUEST FOR PROPOSALS

Commercial General Liability Insurance

December, 2016

TABLE OF CONTENTS

1.0 INTRODUCTION AND PURPOSE	Page 3
1.1 Enquiries	
1.2 Proposal Submission	
2.0 REQUEST FOR PROPOSAL TERMS	Pages 4-7
2.1 DEFINITIONS	
2.2 REQUIREMENTS	
2.3 NO OBLIGATION TO PROCEED	
2.4 BELL ALIANT CENTRE'S DECISION-MAKING	
2.5 ELIGIBILITY	
2.6 EVALUATION COMMITTEE	
2.7 EVALUATION AND SELECTION	
2.8 SIGNED PROPOSALS	
2.9 ALTERNATIVE SOLUTIONS	
2.10 CHANGES TO PROPOSAL WORDING	
2.11 IRREVOCABILITY OF PROPOSALS	
2.12 COMPLETENESS OF PROPOSAL	
2.13 SUB-CONTRACTING	
2.14 ASSIGNMENT	
2.15 CONFLICT OF INTEREST	
2.16 LAWS OF PRINCE EDWARD ISLAND	
3.0 SCOPE OF SERVICE	Page 7
3.1 SCOPE OF SERVICE	
3.2 ANTICIPATED TIMEFRAMES	
4.0 EVALUATION CRITERIA	Page 8
4.1 PREMIUM	
4.1 POLICY TERMS AND CONDITIONS	
4.3 EXPERIENCE AND QUALIFICATIONS OF PROPONENT AND PERSONNEL	
SCHEDULE A Signature Page	Page 9
SCHEDULE B Addenda Acknowledgement	Page 10
SCHEDULE C Bell Aliant Centre – Facility Information	Pages 11-15

1. INTRODUCTION AND PURPOSE

The Bell Aliant Centre requests written proposals for Commercial General Liability Insurance coverage to be effective Jan 14, 2017.

1.1. ENQUIRIES

All enquiries related to this Request for Proposal are to be directed, in writing, to Matt Adams (matt@bellaliantcentre.ca). Information obtained from any other source is not official and should not be relied upon. The Bell Aliant Centre will not be held responsible for any errors, misunderstandings or misrepresentations resulting from communications other than those from and to the designated contact.

Enquiries and responses will be recorded and may be distributed to all Proponents at the Bell Aliant Centre's option. Any questions regarding this RFP must be submitted at least three (3) working days prior to the closing date. Any questions submitted after this date may not be answered.

Proponents are required to obtain permission in advance prior to site visits. Site visits can be arranged by contacting Matt Adams at matt@bellaliantcentre.ca or (902) 218-0948).

1.2. PROPOSAL SUBMISSION

Proposals must be submitted in printed format in a sealed envelope, clearly marked on the outside, "RFP-Commercial General Liability Insurance" and delivered to:

Bell Aliant Centre
Administrative Offices
Attention: Finance Officer
560 University Avenue
Charlottetown, PE C1A 0G9

Written Proposals must be received by the Finance Officer before 2:00:00 pm AST on December 16, 2016. It is the responsibility of the Proponent to deliver the sealed envelope to the address noted above before the time indicated. Late submissions will not be accepted and will be returned to the Proponent.

Faxes or emailed Proposals will not be accepted unless unforeseen circumstances, deemed solely by the Bell Aliant Centre, prohibit a Proponent from delivering Proposals by regular post or courier.

Any addenda will be made available in writing to Proponents and must be acknowledged via completion of Schedule B – Addenda Acknowledgement.

2. REQUEST FOR PROPOSAL TERMS

The Bell Aliant Centre has formulated the terms and procedures set out in this RFP to ensure that it receives proposals through an open, competitive process, and the Proponents receive fair and equitable treatment in the solicitation, receipt and evaluation of their proposals.

The following terms will apply to this Request for Proposals and to any subsequent Contract. Submission of a Proposal in response to this Request for Proposal indicates acceptance of all the following terms.

2.1. DEFINITIONS

Throughout this Request for Proposal, terminology is used as follows:

- 2.1.1. “BAC” means the Bell Aliant Centre
- 2.1.2. “Contract” means the written agreement or Purchase Order resulting from this Request for Proposal, in accordance with this Request for Proposal.
- 2.1.3. “Contractor” means a successful Proponent to this Request for Proposal who enters into a written Contract with the Bell Aliant Centre.
- 2.1.4. “Must”, “shall”, “mandatory” or “required” means a requirement that must be met in order for a proposal to receive consideration.
- 2.1.5. “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal”.
- 2.1.6. “Proposal” means the Proponent’s response to this “Request for Proposal”.
- 2.1.7. “Should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Proposal.

2.2. REQUIREMENTS

The Proponent’s response shall include the following:

- 2.2.1. Completed Schedule A
- 2.2.2. Completed Schedule B (if addendums(s) are issued)
- 2.2.3. Summary of required annual premium and coverage deductibles
- 2.2.4. Complete policy conditions
- 2.2.5. Proponent company information including details requested in Section 4: Experience and Qualifications of Proponent and Personnel

2.3. NO OBLIGATION TO PROCEED

Though the BAC fully intends at this time to proceed through the RFP, the BAC is under no obligation to proceed to the purchase, or any other stage. The receipt by the BAC of any information (including any submissions, ideas, plans, drawings, models or other

materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the BAC.

There is no guarantee by the BAC, its officers, employees or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the BAC.

2.4. BELL ALIANT CENTRE'S DECISION-MAKING

The BAC has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion.

2.5. ELIGIBILITY

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the BAC's opinion, give rise to a conflict in connection with this project.

2.6. EVALUATION COMMITTEE

Evaluation of proposals will be completed by a committee formed by the BAC.

2.7. EVALUATION AND SELECTION

Proposals will be checked against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. The BAC's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding

2.8. SIGNED PROPOSALS

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this Request for Proposal.

2.9. ALTERNATIVE SOLUTIONS

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

2.10. CHANGES TO PROPOSAL WORDING

The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the BAC for purposes of clarification.

2.11. IRREVOCABILITY OF PROPOSALS

A Proponent who has already submitted a proposal may submit a further proposal at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that proponent for this RFP. Any proponent may withdraw or qualify his/her proposal at any time up to the official closing time by re-submitting a new proposal to the BAC. The time and date of receipt will be marked thereon and the new proposal will be placed in the tender box. The new proposal shall be marked on the sealed envelope by the Proponent as "Resubmission" along with the name of the RFP and to the attention of the Finance Officer, as noted above in the RFP. Proposals may be withdrawn at any time prior to opening upon written request from the proponent. Negligence on the part of the proponent in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the tender opening.

Upon closing time, all proposals become irrevocable. By submission of a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a contract with the BAC.

2.12. COMPLETENESS OF PROPOSAL

By submission of a proposal the Proponent warrants that, if this Request for Proposal is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

2.13. SUB-CONTRACTING

Sub-contracting to any firm or individual whose current or past corporate or other interests may, in the BAC's opinion, give rise to a conflict in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal. Any Sub-contracting of the service to any firm or individual after the award of a Contract must have prior approval by the BAC.

2.14. ASSIGNMENT

This RFP and any resulting contract may not be assigned by either party without the prior written consent and approval of the other party, which consent may not be unreasonable withheld; provided however, either party, without such consent, may assign or sell the same in connection with the transfer or sale of substantially its entire

business to which this contract pertains or in the event of its merger or consolidation with another company. Any permitted assignee shall assume all obligations of its assignor under this contract. No assignment shall relieve any party of responsibility for the performance of any accrued obligation that such party then has hereunder.

2.15. CONFLICT OF INTEREST

Any potential conflict of interest must be disclosed to the BAC in writing. Any conflict of interest identified will be considered and evaluated by the BAC. The BAC has the sole discretion to take the steps they deem necessary to resolve the conflict. If, during the term of the Contract, a conflict or risk of conflict of interest arises, the Contractor will notify the BAC immediately in writing of that conflict or risk and take any steps that the BAC reasonably requires to resolve the conflict or deal with the risk.

2.16. LAWS OF PRINCE EDWARD ISLAND

This Request for Proposal will be governed by and will be construed and interpreted in accordance with the laws of the Province of Prince Edward Island.

3. SCOPE OF SERVICE AND TIMEFRAMES

3.1. SCOPE OF SERVICE

The BAC invites Proponents to submit written proposals to provide the following General Commercial Liability Insurance coverage:

3.1.1. Bodily Injury and Property Damage	\$5,000,000	Each Occurrence
3.1.2. Personal Injury	\$5,000,000	Each Occurrence
3.1.3. Medical Payments	\$2,500	Each Person
3.1.4. Medical Payments	\$25,000	Each Occurrence
3.1.5. Tenants Legal Liability	\$250,000	Each Premises
3.1.6. Non Owned Automobile	\$5,000,000	Each Accident

3.2. ANTICIPATED TIMEFRAMES

The following outlines the anticipated schedule for the Request for Proposal and contract process. The timing and sequence of events resulting from this Request for Proposal may vary and shall ultimately be determined by the BAC.

Request for Proposal issued	Dec 5, 2016
Last Date for Submission of Questions	Dec 13, 2016
Request for Proposal closes	Dec 16, 2016
Review of Proposals	Dec 16-23, 2016
Contract Award	Jan 6, 2016

4. EVALUATION CRITERIA

The following criteria outlines the primary considerations to be used in the evaluation and consequent awarding of this RFP. The BAC reserves the right to prioritize and weigh the importance of each criterion confidentially.

PREMIUM AND DEDUCTIBLE– 50%

Please provide the annual total premium cost and the deductible specific to areas of coverage

POLICY CONDITIONS – 25%

Provide complete policy terms and conditions including coverage, exclusions and limits for each area of coverage

EXPERIENCE AND QUALIFICATIONS OF PROPONENT AND PERSONNEL – 25%

Please provide a description of your firm, including the following:

- a) A general statement of specialization and expertise.
- b) The size of the firm nationwide and globally, and of the account office in terms of employees and agents
- c) An overview and history of your company, including how many years your company has been conducting business, specifically in the provision of commercial general liability insurance.
- d) Overview of years of local and nationwide experience in providing the identified services to similar corporations
- e) Overview of types of insurance and services offered
- f) An organizational chart or description showing the staffing and lines of authority for the key contacts and personnel, including claims personnel who would interact with the BAC
- g) Name of the individual within your firm that is proposed to have overall responsibility for the BAC's account (account executive), the name of the alternate to that person, and their ability to access the capabilities of the firm. Please include the education, certifications, and qualifications, association or board memberships these individuals hold, as well as a summary of experience these personnel have provided to similar local organizations
- h) Names of any subcontractors or agents (other than employees) proposed to be used, including details of services to be contracted.

**Bell Aliant Centre
RFP – Commercial General Liability Insurance**

SCHEDULE A- SIGNATURE PAGE

Supplier Name _____

Address _____

Authorized Signature _____

Print signature / title _____

Telephone _____ Fax _____

E-mail

Website _____

References:

List three of your largest accounts, preferably companies, organizations or institutions that you have provided a similar scope and volume of work for, preferably in Atlantic Canada, as follows:

Company Name	Address	Telephone	Contact Name & E-mail Address
1.			
2.			
3.			

**Bell Aliant Centre
RFP – Commercial General Liability Insurance**

SCHEDULE B- ADDENDA ACKNOWLEDGEMENT

The Proponent hereby acknowledges receipt of the following addenda:

ADDENDUM NO.	DATED	NUMBER OF PAGES

DATED THIS _____ DAY OF _____

PROPONENT’S NAME (please print) _____

PROPONENT’S SIGNATURE _____

COMPANY _____

ADDRESS _____

Bell Aliant Centre
RFP – Commercial General Liability Insurance

SCHEDULE C- BELL ALIANT CENTRE – FACILITY INFORMATION

Company Information

Name of company: Capital Area Recreation Inc.

Name of company: 560 University Avenue, Charlottetown PE C1A 0G9

Website address: <http://bellaliantcentre.ca/>

Year established: 2004

Description of operations: Arena and recreational centre featuring two ice arenas, aquatics facility, and approximately 22,200 sq. ft of tenant rental space.

Does company manufacture products? No

Does company generate revenue outside of Canada? No

Gross revenues for previous fiscal year: \$2,892,336

Estimated gross revenues for current fiscal year: \$2,945,106

Product / Service Information

Services company is engaged in: Arena ice rental, pool general admission and programming, children day camps. Also, approximately 22,200 sq ft of tenant rental space

Have any services been discontinued? No

Does the company and its services comply with all applicable government or similar regulations? Yes

Does the company provide maintenance services for customers? No

Does the company subcontract maintenance services to others? No

Does the company import products? No

Do you design any products for you or others? No

Premises and Operations

Does the company have any premises or operations conducted in the U.S.? No

Total number of employees Full time: 20; Part time: 60-80 based time of year

Are all employees covered by provincial or federal worker's compensation coverage?

Yes

Does the company have agreements where liability is assumed? No

Are there special premises or operational hazards related to the following:

Watercraft (owned or chartered): No

Private docks or wharves: No

Private roads: No

Radioactive material: No

Leasing of aircraft: No

Non-owned automobile insurance: Refer to Non-Owned Automobile section

Previous Insurance

During the last five (5) years, has the company carried Commercial General Liability Insurance? Yes

Has the company ever been declined, non-renewed, or cancelled by any insurer for Commercial General Liability Insurance? No

In the last five (5) years, has the company ever head a claim made against it? No

Is the company aware of any situation or circumstance which could result in a claim? No

Skating Rink/Arena

How long has the rink been in operation: 12 years

Number of ice surfaces: 2

Height of Boards: 4'

Size of Surface(s): 80' x 250'

Height of glass: 4' – 8'

Number of staff: 9 full-time

Are all employees covered under WSIB? Yes

Ice rental gross revenue: \$689,000

Liquor sales gross revenue: \$12,180

Are independent contractors used in operations? No

Is operation open year-round or seasonal? Year-round

Hours and Days of Operation: Mon-Sun: 05:30 – 24:00

Number of employees on duty during open skate: 2 arena, 2 cleaning

Is there an on-ice supervisor at all times during open skate? No

Are arena rules posted and enforced at all times? Yes

Do hockey teams or leagues use the facility? Yes

Are all teams/leagues required to provide a certificate of insurance that includes injury to participants? Major users are required to submit insurance certificate

Are there any tournaments or organized competitions? Yes, there are 9 hockey tournaments (2-4 days duration). Participation varies per event

Is the facility used or rented out for any purpose other than hockey or figure skating? No

Is there a specific area licensed for the service of alcohol? Yes

Who operates the lounge area? Bell Aliant Centre staff

Are servers required to take a training course? Yes

Does the company have written evacuation procedures? Yes

Do premises comply with all Fire Department and Safety Regulations? Yes

What is the construction and age of the building? Fire resistive, 12 years

Are rubber mats used in the facility? Yes, in the arena dressing rooms and hallways

Is the ice surface ever removed or covered for other activities? Each year one ice surface is removed for maintenance purposes. Covering the ice surfaces would not be part of annual operations but may occur very infrequently (every few years) for a specific event.

Is the ice surface inspected prior to any usage? Yes

Is ice resurfaced or cleaned with a zamboni machine? Yes

Is operator trained in its proper use? Yes

Is spectator seating provided? Yes

Is it permanent or temporary? Permanent

What is the seating capacity? Arena A – 1,245; Arena B – 365

What is the type/construction? Arena A – molded seats and concrete; Arena B – Lumber and concrete

Are there parking facilities? Yes

Number of parking spaces? 500+

Who is responsible for repairs/maintenance? Maintenance Supervisor

Who is responsible for snow removal? Contractor – UPEI

Is proof of insurance obtained from snow removal contractor? Yes (\$2M limit of liability)

Is a First Aid Station provided? Yes

Who staffs the station? All staff have First Aid, AED, Oxygen & WHIMIS certification

Who handles disturbances/fights/ejections/crowd control? Arena staff/security/police

Does the company presently carry insurance? Yes

Is the insurer willing to renew? Yes

Does the policy cover all operations of the Company? Yes

Have there been any claims made against the Company? No

Are you aware of any other incidents which may result in claims against you? No

Non-Owned and Hired Automobile

Number of employees using their own vehicles for company business? 7 employees – all occasional use

How often and for what purpose do employees drive their own vehicles for company business? Bank deposits (3/week), material pickup (varies), meetings (varies)

For those employee who user their own vehicles for company business, does the Company require the employee to carry primary insurance? yes

How many vehicles are hired or borrowed each year on a short-term basis? Currently no vehicles, however, a Bobcat machine is rented to clear ice in the arenas (1-2 times per year for 1-2 days duration per year at a cost of approximately \$350)

Commercial Tenants

How many tenants currently occupy space? Five (5) tenants occupy approximately 22,200 square feet.

Which tenants currently occupy space? Subway restaurant, Frizzell's Skate Sharpening, Andrew's Hockey Growth Programs, UPEI Fitness Centre, Senior's Active Living Centre

Are tenants required to carry Commercial General Liability Insurance? Yes all tenants carry a minimum of \$2,000,000 except one tenant that carries a minimum of \$1,000,000.