

## ADDENDUM

To: All Interested Vendors

From: Theresa A. Kauffman  
IT Vendor and Procurement Administrator

Date: March 14, 2023

Subject: Addendum No. 1  
RFP #23-009 – Insurance Brokerage and Risk Advisory Services  
**Question and Answer**

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### Part 1 Q&A

RFP #22-009– Insurance Brokerage and Risk Advisory Services

**Q1** – Who are the current Brokers and carrier(s) and how long with each?

**A1** – Current broker is Hylant since 2018

Hanover is the carrier for property, GL, auto and primary umbrella since 2019

CNA is the carrier for excess umbrella since 2019

Chubb is the carrier for executive risk (D&O, Employment and crime) since 2017

Cowbell is the carrier for cyber since 2021

**Q2** – Please explain the fee structure. Is the broker to charge a fee or receive commissions from the carrier(s)?

**A2** - Fixed fee reduced by any amounts received in commission from carriers.

**Q3** – Our pricing model is based on a fixed annual subscription amount and fixed onboarding model; not hourly services. Are you ok with us listing the amounts of software in annual amounts?

**A3** – Yes, that is acceptable

**Q4** - Any current or future planned construction projects? If so, are any builder's risk policies in place or plans to be placed as part of this RFP?

**A4** - Yes, there is a project to build a new Reynoldsburg branch underway and other future building projects are being planned. The selected offeror for RFP 23-009 would be the broker of record to place any required builders' risk policies

**Q5** - Can you please describe the need for surety and fidelity bonds?

**A5** - CML's Board appointed Fiscal and Deputy Fiscal Officers each have a surety bond

**Q6** - How many library-owned vehicles does CML currently insure?

**A6** – 21 owned or leased vehicles

**Q7** – On pg 4 of the RFP there is a mention of professional liability. Is there a professional liability policy currently in place?

**A7** – CML has directors, officers and employment policies

**Q8** – Would CML provide details regarding historical losses in the last 5 years?

**A8** – This has been requested and we will update once it has been received.

**Q9** – Can you provide copies of policies with effective dates, limits, deductibles and premiums?

**A9** - All policies effective November 1 annually

<b>Policy</b>	<b>Limits</b>	<b>Deductible</b>	<b>Premium</b>
Property	\$ 285.3M	\$ 50K	\$113,397
General Liability	\$ 1M/\$ 2M		25,326
Automobile	\$ 1M	\$ 1K	28,182
Umbrella	\$ 25M		29,040
Excess Umbrella	\$ 25M		26,745
Exec Risk – D&O	\$7M	\$ 25K	18,638
Exec Risk – Empl.	\$ 7M	\$ 35K	16,858
Crime	\$1M		10,369
Cyber	\$ 3M	\$ 25K	33,567

**Q10** – What is the current umbrella limit?

**A10** - \$25M + \$25M excess

**Q11** – Can you please provide the current fine arts schedule

**A11** – N/A

**Q12** – Does CML still own the nearby apartments that the organization had owned in the past?

**A12** – No, we do not.

**Q13 – Can you provide a schedule of the properties with values?**
**A13 -**

Branch	Address	City	Zip	Building Limit	Contents
Driving Park	1422 East Livingston Avenue	Columbus	43205	\$5,342,161	\$1,021,825
Dublin	75 North High Street	Dublin	43017	\$19,826,953	\$4,854,279
Franklinton	1061 West Town Street	Columbus	43222	\$1,323,163	\$724,585
Gahanna	310 Granville Street	Gahanna	43230	\$14,296,500	\$1,500,000
Hilliard	4500 Hickory Chase Way	Hilliard	43026	\$14,027,615	\$5,658,402
Hilltop	511 South Hague Avenue	Columbus	43204	\$11,739,190	\$2,640,003
Karl Road	5590 Karl Road	Columbus	43229	\$17,115,551	\$1,390,000
Linden	2223 Cleveland Avenue	Columbus	43227	\$2,412,892	\$1,217,878
Barnett	3434 East Livingston Avenue	Columbus	43215	\$1,903,311	\$1,230,967
Main Library	96 South Grant Avenue	Columbus	43203	\$81,160,094	\$13,036,074
Martin Luther King	1467 East Long Street	New Albany	43054	\$8,247,489	\$1,133,907
New Albany	200 Market Street	Columbus	43224	\$5,712,143	\$3,271,266
Northern Lights	4093 Cleveland Avenue	Columbus	43201	\$9,199,840	\$2,085,139
Northside	1423 North High Street	Gahanna	43230	\$11,322,748	\$1,770,779
Parsons	1113 Parsons Avenue	Reynoldsburg	43068	\$7,535,894	\$1,541,216
Shepard	850 North Nelson Road	Columbus	43219	\$5,206,240	\$1,148,392
South High	3540 South High Street	Columbus	43207	\$2,049,490	\$1,202,563
Southeast	3980 South Hamilton Road	Groveport	43125	\$4,380,604	\$2,723,566
North High	3909 North High Street	Columbus	43214	\$4,987,457	\$4,617,855
Whitehall	4445 East Broad Street	Whitehall	43213	\$5,763,280	\$2,182,300
Canal Winchester	115 Franklin Street	Canal Winchester	43110		\$493,551
Marion Franklin	2740 Lockbourne Road	Columbus	43207		\$591,335
Warehouse	2903 East 4th Avenue	Columbus	43219		\$618,000
Operations	400 West Johnstown Road	Gahanna	43230		\$3,869,776
Reynoldsburg - Temporary	1308 Brice Road				\$450,000
	Vacant Lot: Lockbourne Road Parcel #010-113366-00				
	Vacant Lot: Evergreen Road Parcel #010-114865				
	Vacant Lot: Lockbourne Road Parcel #010-113451				

	Vacant Lot 199 Groveport - 184-000089-00				
	Vacant Lot 123 Groveport - 184-000353-00 & 184- 000840-00				

Proposals must be received no later than **12:00 Noon on March 21, 2023**

**PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS  
MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA  
FORM IN THE RFP DOCUMENTS**