

## REQUEST FOR QUALIFICATIONS

The City Of Dunkirk is soliciting qualification proposals from insurance agencies to provide insurance services for the City of Dunkirk.

The selected agency will be responsible to seek proposals from insurance carriers, handle city insurance claims, and make recommendations to the City's Administration regarding insurance matters.

Qualification Proposals must be received at the City Clerk's Office, 342 Central Ave., Dunkirk, NY 14048 no later than 5:00 p.m. EST on Friday, May 9<sup>th</sup>, 2014.

Proposals should address, and will be evaluated on each of the following areas:

1. The size of agency, both in premium size and employee count
2. In-house staff that is qualified to service the City of Dunkirk account on a day to day basis
3. In-house Claims Staff
4. In-house Loss Control Staff/Engineer
5. All Municipal insurance markets on a direct access basis
6. How large a Book of Business does the agency have with Municipality Business
7. How many Municipalities does the agency currently insure
8. Currently insured Municipalities which are the size of the City of Dunkirk
9. Familiarity and experience with the City of Dunkirk
10. References

Additional information and a copy of the RFQ may be obtained from the City Clerk's Office.