

**ADDENDUM #1 TO THE RFSQE FOR PROPERTY AND  
LIABILITY INSURANCE BROKERAGE SERVICES**

Questions (answers in Italics):

1. Do we have your permission to use your logo or images in our RSFQE response?  
*No*
2. Why have you taken your P&C Brokerage out for RFSQE?  
*Our Procurement Policy requirement.*
3. Who is your current broker, how long have you worked with them and do they place all lines of coverage?  
*See attached current agreement.*
4. How is your current broker compensated and what is the amount?  
*See attached current agreement.*
5. Who are the decision makers in the broker selection process (names/roles)?  
*The Management staff makes recommendations for award to the Board. As a reminder, contacting the Board results in immediate disqualification from the RFSQE process.*
6. Please outline by line of coverage for the past 5 years:
  - a. Limits
  - b. Deductibles/Retentions
  - c. Premiums*Current lines of coverage and policies are not relevant to future insurance coverage.*
7. Can you provide copies of your current policies?  
*Current lines of coverage and policies are not relevant to future insurance coverage.*
8. Please provide 5 years of loss runs for all coverage lines.  
*Current lines of coverage and policies are not relevant to future insurance coverage.*
9. Can you provide your schedule of insured property values?
  - a. Do you have an appraisal program in place?*Current lines of coverage and policies are not relevant to future insurance coverage.*
10. Can you provide the schedule of your insured autos?
  - a. Do you utilize any telematics/GPS tracking of your fleet? If so, who is the provider and the cost?*Current lines of coverage and policies are not relevant to future insurance coverage.*
11. Do you employ police/security/EMT/fire and/or rescue personnel? If so, how many of each type?  
*11 commissioned law enforcement officers (fully staffed is 13)*  
*12 firefighters (fully staffed)*

12. Do you provide any airline ground handling service?

*No.*

13. How are your employees currently receiving safety training?

*Done in accordance with airport training programs and industry standard.*

14. What form of Risk Control services are you currently receiving from your Broker?

*See attached current agreement.*

15. Can you provide a sample of your typical airline airport use contract?

*Not relevant to services being provided.*

16. Do you have minimum insurance requirements for your contractors, customers, suppliers, etc.?

If so, can you provide a copy of your guidelines?

*Depends on the contract and services, often set in consultation with insurance representatives.*

17. The Professional Service Agreement containing your standard contract language was not attached to the RESFQ. The standard Consultant or Service Contract was also not attached which outlines the required insurance coverage. Can you please provide both of these documents?

*Professional Services Agreement SAMPLE attached.*