

PDA Request for Proposal – Insurance Producer Services

ADVERTISEMENT FOR PROPOSALS

The Pease Development Authority (“PDA”), is requesting proposals to establish a service contract with an insurance producer to act as the Broker of Record on behalf of the PDA for securing workers’ compensation, property, and casualty insurance coverage (as well as other coverages deemed necessary and appropriate over the contract term) and to provide related services.

The PDA’s current insurance policies run from December 31, 2021 through December 30, 2022. The contract will commence upon execution and cover up to five (5) policy coverage years (December 31, 2022 – December 30, 2023; December 31, 2023 – December 30, 2024; December 31, 2024 – December 30, 2025; December 31, 2025 – December 30, 2026; and December 31, 2026 – December 30, 2027). The PDA shall retain a right to terminate the agreement at the conclusion of the third and fourth years, in its sole discretion, upon at least 120-days notice.

The proposals shall be in accordance with the conditions and specifications in the request for proposal. Proposal documents may be examined on or after August 1, 2022, at the Pease Development Authority, 55 International Drive, Portsmouth, NH 03801. Proposal documents can also be downloaded at: <https://peasedev.org/business/bids-opportunities/>

It is the vendor’s responsibility to provide a contact name and an email address to the PDA to be included on the proposers’ list for use in issuance of any addenda. Please email the PDA Legal Department at r.oneil@peasedev.org to be placed on the proposer’s list. Any entity not on the list will not be eligible to submit a proposal.

PDA will attempt to administer the proposal process in accordance with the terms and dates outlined in the Request for Proposal (“RFP”). PDA reserves the right to modify the activities, time line, or any other aspect of the process as deemed necessary.

Disadvantaged Business Enterprises will be afforded full opportunity to submit proposals in response to this advertisement. No entity will be discriminated against on the grounds of race, sex, religion, color, or national origin.

No entity submitting a proposal may withdraw its proposal within sixty (60) days following the opening. The PDA will not consider or accept proposals from entities who have been disqualified from doing business with the State of New Hampshire.

Each proposal must be accompanied by a certified check, or a bid bond, or a binding letter of credit, duly executed by the vendor as principal and having as surety thereon a surety company

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approved by the Owner, in the amount of 5% of the proposed amount. The bid bond shall be executed or countersigned for the surety of a person who has current power of attorney for the surety.

The PDA reserves the right to reject any and all proposals, waive any informalities, and to accept the proposal that it deems in its sole discretion to be in its best interests. By requesting proposals the PDA is in no way obligated to award a contract or pay the expenses of proposing institutions in connection with the preparation or submission of a proposal. The award of the contract is contingent on approval from the PDA Board of Directors.

PROPOSAL SUBMITTAL:

All proposals must be in the format specified, enclosed in two (2) sealed envelopes (inner and outer) to prevent premature opening, clearly identified with the proposal title (“PDA Insurance Brokerage Services”), and the name and address of the entity submitting the proposal. All proposals must be typed or clearly printed in ink.

All proposals must be marked as described herein and must be received on or before **August 22, 2022 by 2:00 PM EST**. Interested parties shall submit a proposal to the:

Pease Development Authority
Attn: Legal Department
55 International Dr.
Portsmouth, NH 03301

The PDA is not responsible for proposals not received due to equipment failure, mail delays, etc. If you want to ensure your proposal was received please verify by emailing Raeline O’Neil at r.oneil@peasedev.org