



Black Hawk College
PURCHASING DEPARTMENT
6600 34TH AVENUE
MOLINE, IL 61265

DATE: April 22, 2014

*****IMPORTANT*****
 PLEASE SHOW
 "RFP 28-14"
Addendum 1
 ON OUTSIDE OF
 MAILING ENVELOPE

TO BE OPENED ON
May 7th, 2014
RFP 28-14
ADDENDUM 1

REQUEST FOR PROPOSAL
INSURANCE AGENT/BROKER
RFP 28-14 ADDENDUM 1

Pursuant to the provisions of Section 3-27.1 of the Illinois Public Community College Act and rules and regulations adopted thereunder, sealed proposals subject to the conditions and requirements made a part hereof will be received until **2:00 p.m. local time, on Wednesday, May 7, 2014**, in the Finance Office at Black Hawk College, Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 244A, then opened publicly, read aloud and recorded immediately thereafter when possible, in the Black Hawk Room at Black Hawk College, Quad Cities Campus, located at 6600 34th Avenue in Building One, Second Floor, Room 255 for furnishing the goods or services described below, to be delivered or performed in at the location(s) stated. Whether or not a proposal is timely shall be determined by reference to the clock located in the Purchasing Office of the College, and the determination of whether or not a proposal is timely in accordance with that clock shall be at the sole discretion of the Black Hawk College Purchasing Office and Board of Trustees, whose decision on that issue shall be final.

REFER INQUIRIES TO: MIKE MELEG
BLACK HAWK COLLEGE
6600 34th AVENUE
MOLINE IL 61265

TELEPHONE: (309) 796-5002

EMAIL ADDRESS: melegm@bhc.edu

FIRM INFORMATION:

Contact:
Company:
Address:
City/State/Zip:
Telephone:
Fax Number:
Email Address:

GENERAL

Proposals are subject to the attached Standard Terms and Conditions.

USING DEPARTMENT

College Wide

ADDENDUM 1

As a result of the Pre-Proposal meeting held April 8, 2014, and questions received by April 15, 2014, the following information is being provided:

Change wanted by Black Hawk College:

- Firms shall disclose their fee structure(s) and a breakdown of those fees. Firms may propose more than one fee structure, i.e. Flat Fee, Commission Based, etc.

Questions from Firms:

- Q: Were there any floods at the East Campus? A: There were no floods at East Campus that anyone can ever recall.
- Please provide the Roof Information listed below for:
 - Each scheduled building on the Quad-Cities Campus,
 - Each scheduled building on the East (Galva) Campus,
 - QC Outreach Center, 301 42nd. Avenue, East Moline (Rock Island Co.), IL 61244,
 - QC Welding Lab, 3901 25th. Street, Moline (Rock Island Co.), IL 61265,
 - QC Adult Learning Center, 4610 11th. Street, Rock Island (Rock Island Co.), IL 61201 and
 - East Community Education Center, 404 East Third Street, Kewanee (Henry Co.), IL 61433.
- Roof information requested:
 - Roof Type / Material.
 - If Built Up or Rubber Membrane Roof, the type of Ballast used (if any).
 - Equipment located on the roof? If so, what types of equipment are located on the roof?
 - If equipment is located on the roof, a description of the methods used to secure the equipment to the roof.
 - Parapet walls provided around the perimeter of the roof? If so, how high is the top of the wall above the roof surface?
 - Year the current roof was installed.
 - Warranty Length (# Years).

QUAD CITIES CAMPUS ROOFING INFORMATION

1. Building 1

- 1.1. Roof Type / Material. - Single Rubber Membrane
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). – Most areas have gravel but repaired areas do not.
- 1.3. Equipment located on the roof? Yes
- 1.4. If so, what types of equipment are located on the roof? Exhaust fans and split unit compressors
- 1.5. A description of the methods used to secure the equipment to the roof. - Varies according to equipment type but in accordance with manufacturers' recommendations.
- 1.6. Parapet walls provided around the perimeter of the roof? No
- 1.7. If so, how high is the top of the wall above the roof surface? NA
- 1.8. Year the current roof was installed. .- late 1980's
- 1.9. Warranty Length (# Years). –None

2. Building 2

- 2.1. Roof Type / Material. Single Rubber Membrane
- 2.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). – Most areas have gravel but repaired areas do not.
- 2.3. Equipment located on the roof? Yes
- 2.4. If so, what types of equipment are located on the roof? Exhaust Fans
- 2.5. A description of the methods used to secure the equipment to the roof. - Varies according to equipment type but in accordance with manufacturers' recommendations.
- 2.6. Parapet walls provided around the perimeter of the roof? No
- 2.7. If so, how high is the top of the wall above the roof surface? NA
- 2.8. Year the current roof was installed.- late 1980's
- 2.9. Warranty Length (# Years). –None

3. Building 3

- 3.1. Roof Type / Material. Single Rubber Membrane
- 3.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). Gravel
- 3.3. Equipment located on the roof? Yes
- 3.4. If so, what types of equipment are located on the roof? – Exhaust Fans and air handling unit for the swimming pool
- 3.5. A description of the methods used to secure the equipment to the roof. - Varies according to equipment type but in accordance with manufacturers' recommendations.
- 3.6. Parapet walls provided around the perimeter of the roof? No
- 3.7. If so, how high is the top of the wall above the roof surface? NA
- 3.8. Year the current roof was installed. .- 1980's
- 3.9. Warranty Length (# Years). –NA

4. Building 4

- 4.1. Roof Type / Material. – Single Rubber Membrane
- 4.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). None
- 4.3. Equipment located on the roof? - Yes
- 4.4. If so, what types of equipment are located on the roof? –Exhaust fans
- 4.5. A description of the methods used to secure the equipment to the roof. -- Varies according to equipment type but in accordance with manufacturers' recommendations.
- 4.6. Parapet walls provided around the perimeter of the roof? -No
- 4.7. If so, how high is the top of the wall above the roof surface? -NA
- 4.8. Year the current roof was installed. -1980
- 4.9. Warranty Length (# Years).- NA

5. Sustainable Technologies Building

- 5.1. Roof Type / Material. – Single membrane and green roof
- 5.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). None
- 5.3. Equipment located on the roof? – Yes
- 5.4. If so, what types of equipment are located on the roof? – Solar Panels
- 5.5. A description of the methods used to secure the equipment to the roof. - Varies according to equipment type but in accordance with manufacturers' recommendations.
- 5.6. Parapet walls provided around the perimeter of the roof? -NA
- 5.7. If so, how high is the top of the wall above the roof surface? -NA
- 5.8. Year the current roof was installed. -2004
- 5.9. Warranty Length (# Years).-Unknown (25 year shingles)

EAST (GALVA) CAMPUS ROOFING INFORMATION

1. Building A

- 1.1. Roof Type / Material. - Single Rubber Membrane
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). - Gravel
- 1.3. Equipment located on the roof? Yes
- 1.4. If so, what types of equipment are located on the roof? 2- RTU's, Split Unit, Exhaust Fans
- 1.5. A description of the methods used to secure the equipment to the roof. - Varies according to equipment type.
- 1.6. Parapet walls provided around the perimeter of the roof? Yes
- 1.7. If so, how high is the top of the wall above the roof surface? 2 ft.
- 1.8. Year the current roof was installed. .- 1998
- 1.9. Warranty Length (# Years). -15

2. Building B

- 2.1. Roof Type / Material. - Single Rubber Membrane
- 2.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). - Gravel
- 2.3. Equipment located on the roof? If so, what types of equipment are located on the roof? 2- RTU's, Air Make-up Units, Exhaust Fans
- 2.4. A description of the methods used to secure the equipment to the roof. Varies according to equipment type.
- 2.5. Parapet walls provided around the perimeter of the roof? Yes
- 2.6. If so, how high is the top of the wall above the roof surface? 2 ft.
- 2.7. Year the current roof was installed.- 1998
- 2.8. Warranty Length (# Years). -15

3. Building C

- 3.1. Roof Type / Material. - Single Rubber Membrane
- 3.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). - Gravel
- 3.3. Equipment located on the roof? No
- 3.4. If so, what types of equipment are located on the roof? - NA
- 3.5. A description of the methods used to secure the equipment to the roof. - NA
- 3.6. Parapet walls provided around the perimeter of the roof? Yes
- 3.7. If so, how high is the top of the wall above the roof surface? 2 ft.
- 3.8. Year the current roof was installed. .- 1998
- 3.9. Warranty Length (# Years). -15

4. Building 1

- 4.1. Roof Type / Material. – Asphalt Shingle
- 4.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). NA
- 4.3. Equipment located on the roof? -NA
- 4.4. If so, what types of equipment are located on the roof? -NA
- 4.5. A description of the methods used to secure the equipment to the roof. -NA
- 4.6. Parapet walls provided around the perimeter of the roof? -NA

4.7. If so, how high is the top of the wall above the roof surface? -NA

4.8. Year the current roof was installed. -2004

4.9. Warranty Length (# Years).-Unknown (25 year shingles)

5. Building 2

5.1. Roof Type / Material. – Asphalt Shingle

5.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). NA

5.3. Equipment located on the roof? -NA

5.4. If so, what types of equipment are located on the roof? -NA

5.5. A description of the methods used to secure the equipment to the roof. -NA

5.6. Parapet walls provided around the perimeter of the roof? -NA

5.7. If so, how high is the top of the wall above the roof surface? -NA

5.8. Year the current roof was installed. -2004

5.9. Warranty Length (# Years).-Unknown (25 year shingles)

6. Building 3

6.1. Roof Type / Material. – Asphalt Shingle

6.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). NA

6.3. Equipment located on the roof? -NA

6.4. If so, what types of equipment are located on the roof? -NA

6.5. A description of the methods used to secure the equipment to the roof. -NA

6.6. Parapet walls provided around the perimeter of the roof? -NA

6.7. If so, how high is the top of the wall above the roof surface? -NA

6.8. Year the current roof was installed. -2004

6.9. Warranty Length (# Years).-Unknown (25 year shingles)

7. Building 4

7.1. Roof Type / Material. – Asphalt Shingle

7.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). NA

7.3. Equipment located on the roof? -NA

7.4. If so, what types of equipment are located on the roof? -NA

7.5. A description of the methods used to secure the equipment to the roof. -NA

7.6. Parapet walls provided around the perimeter of the roof? -NA

7.7. If so, how high is the top of the wall above the roof surface? -NA

7.8. Year the current roof was installed. -2004

7.9. Warranty Length (# Years).-Unknown (25 year shingles)

8. Building 5

8.1. Roof Type / Material.- Metal

8.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -NA

8.3. Equipment located on the roof? -NA

8.4. If so, what types of equipment are located on the roof? -NA

8.5. A description of the methods used to secure the equipment to the roof. -NA

8.6. Parapet walls provided around the perimeter of the roof? -NA

8.7. If so, how high is the top of the wall above the roof surface? -NA

8.8. Year the current roof was installed. 1981 - Original

8.9. Warranty Length (# Years). – Lester Building - 5 years

9. Building 6

9.1. Roof Type / Material.- Metal

9.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -NA

9.3. Equipment located on the roof? -NA

9.4. If so, what types of equipment are located on the roof? -NA

- 9.5. A description of the methods used to secure the equipment to the roof. -NA
- 9.6. Parapet walls provided around the perimeter of the roof? -NA
- 9.7. If so, how high is the top of the wall above the roof surface? -NA
- 9.8. Year the current roof was installed. 1981 - Original
- 9.9. Warranty Length (# Years). – Unknown

10. Building 7

- 10.1. Roof Type / Material.- Metal
- 10.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -NA
- 10.3. Equipment located on the roof? -NA
- 10.4. If so, what types of equipment are located on the roof? -NA
- 10.5. A description of the methods used to secure the equipment to the roof. -NA
- 10.6. Parapet walls provided around the perimeter of the roof? -NA
- 10.7. If so, how high is the top of the wall above the roof surface? -NA
- 10.8. Year the current roof was installed. 2001 - Original
- 10.9. Warranty Length (# Years). – Unknown Nucor Building 20 year typ. material warranty

11. Storage Building

- 11.1. Roof Type / Material.-Metal
- 11.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -NA
- 11.3. Equipment located on the roof? –NA
- 11.4. If so, what types of equipment are located on the roof? -NA
- 11.5. A description of the methods used to secure the equipment to the roof. -NA
- 11.6. Parapet walls provided around the perimeter of the roof? -NA
- 11.7. If so, how high is the top of the wall above the roof surface? -NA
- 11.8. Year the current roof was installed. –2010
- 11.9. Warranty Length (# Years). – Wick Building Warranty material - 20 years

QC OUTREACH CENTER ROOFING INFORMATION

1. Outreach Center

- 1.1. Roof Type / Material.- Rubber Membrane
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -None
- 1.3. Equipment located on the roof? – Yes
- 1.4. If so, what types of equipment are located on the roof? – Exhaust Fans
- 1.5. A description of the methods used to secure the equipment to the roof. -- Varies according to equipment type but in accordance with manufacturers’ recommendations.
- 1.6. Parapet walls provided around the perimeter of the roof? -No
- 1.7. If so, how high is the top of the wall above the roof surface? -NA
- 1.8. Year the current roof was installed. – Unknown
- 1.9. Warranty Length (# Years). – No

QC WELDING LAB ROOFING INFORMATION

1. QC Welding Lab

- 1.1. Roof Type / Material.- Rubber Membrane
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). - None
- 1.3. Equipment located on the roof? – No
- 1.4. If so, what types of equipment are located on the roof? - NA
- 1.5. A description of the methods used to secure the equipment to the roof. - NA
- 1.6. Parapet walls provided around the perimeter of the roof? - Yes
- 1.7. If so, how high is the top of the wall above the roof surface? – 1 ft. to 2.5 ft. depending on slope
- 1.8. Year the current roof was installed. – Unknown
- 1.9. Warranty Length (# Years). – Unknown

QC ADULT LEARNING CENTER ROOFING INFORMATION

1. QC Adult Learning Center

- 1.1. Roof Type / Material.- TPA and PVC Cool Roof
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). -NA
- 1.3. Equipment located on the roof? - Yes
- 1.4. If so, what types of equipment are located on the roof? – (6) 5-Ton RTU's, (1) 4-Ton RTU, & (1) 3-Ton RTU
- 1.5. A description of the methods used to secure the equipment to the roof. – Standard Roof Curbs
- 1.6. Parapet walls provided around the perimeter of the roof? - Yes
- 1.7. If so, how high is the top of the wall above the roof surface? ~ 13.75" – 29.75" depending on roof slope
- 1.8. Year the current roof was installed. –2013
- 1.9. Warranty Length (# Years). – 15 years

EAST COMMUNITY EDUCATION CENTER ROOFING INFORMATION

1. CEC

- 1.1. Roof Type / Material. – Steel and Membrane
- 1.2. If Built Up or Rubber Membrane Roof, the type of Ballast used (if any). - Gravel
- 1.3. Equipment located on the roof? Yes
- 1.4. If so, what types of equipment are located on the roof? RTU< Split Unit, Antenna
- 1.5. A description of the methods used to secure the equipment to the roof.
- 1.6. Parapet walls provided around the perimeter of the roof? Yes
- 1.7. If so, how high is the top of the wall above the roof surface? 2' typically
- 1.8. Year the current roof was installed. 2007
- 1.9. Warranty Length (# Years). Rubber – 10 years, Steel - Unknown

- For each of the following buildings / locations, please provide the Finished Floor Elevation (FFE) of the lowest floor (First or Ground):
 - QC Campus, Building 1, 645'
 - QC Campus, Building 2, 675'
 - QC Campus, Building 3, 612'
 - QC Campus, Building 4, 619'
 - QC Campus, Building STB, 665'
 - QC Welding Lab, 3901 25th. Street, Moline (Rock Island Co.), IL 61265 560' and
 - QC Adult Learning Center, 4610 11th. Street, Rock Island (Rock Island Co.), IL 61201 578'

- Do any of the building have a sprinkler system? Yes, the QC Adult Learning Center, 4610 11th. Street, Rock Island (Rock Island Co.), IL 61201 has a sprinkler system. The server room in the Sustainable Technologies Building has a specialized fire suppression system for electronic equipment.
- Are computer backups stored on-site or off-site? Backups are kept on-site and replicated off-site as well.
- Who assumes the liability for Rodeo events? See “Equine Center Student Release and Waiver of Liability” and “Equine Activity Release and Waiver of Liability” forms attached.
- You mentioned that the law enforcement personnel are employees of the college. Do they have Law Enforcement E&O coverage? If so, who carries that policy? The College purchases this coverage through Darwin, which covers the Police force at both the Quad Cities Campus and the East Campus.
- Does BHC Foundation have their own Property & Liability policies for the student housing facilities they own? BHC Foundation does not own any student housing facilities; those are owned and operated by a 3rd party. Do they carry their own Crime coverage for theft or embezzlement? The College carries that coverage which covers the Foundation as well. Does the Foundation carry their own E&O coverage? The College carries that coverage which covers the Foundation as well. If yes to any of these is the college responsible for obtaining quotes for the Foundation's insurance or do they go through their own bidding process? These coverages are therefore being proposed in this bidding process. Are you looking for quotes for these lines of coverage for the Foundation at this time? These lines of coverage are to be included in the College's coverages. If so, I will need more information or clarification of the Foundation's coverage and risks. The coverages requirements for the Foundation are shown on page 6 of the original RFP document and are to be included with the College's coverages.
- Please supply the driver listing See attached
- Please supply five years of loss runs (in Excel where possible) See attached
- Please supply a list of carriers that your current broker, Gallagher, has approached on your behalf.
 - **P&C**
 - Travelers
 - Selective
 - Liberty Mutual
 - Hanover
 - WRM
 - United Educators
 - **Student Accident**
 - ACE
 - First Agency
 - AIG
 - Guarantee Trust
 - **SBLL**
 - Darwin
 - **Media Professional**
 - One Beacon
 - **Allied Health**
 - Hiscox
- I believe that you commented that law enforcement has separate coverage. Is this included in the general liability? Is this scheduled on your Umbrella? Please clarify. Law enforcement does not have separate coverage; their coverage is part of the College's lines of coverage.
- Please provide further details on the sprinkler protection and backup for your computer network/server room. See attached
- Please provide information on liability associated with the rodeo. See above and attached.

- Please provide anticipated revenues associated with the college newspaper for the media policy. There are no revenues associated with the College's newspaper.
- Please provide an updated Media Liability application (we have attached an application; please provide this or the application provided by your broker). Attached please find the application provided by our incumbent.
- Please provide historical premium and exposures for athletics policy.
 - Current fiscal year premiums (July 1, 2013 – June 30, 2014) \$15,630;
 - Last fiscal year premiums (July 1, 2012 – June 30, 2013) \$14,965
 - Prior fiscal year premiums (July 1, 2011 – June 30, 2012) \$12,156
 - 2013 calendar year 10 claims, claim payouts are not disclosed to the College
 - 2012 calendar year 10 claims, claim payouts are not disclosed to the College
 - 2011 calendar year 8 claims, claim payouts are not disclosed to the College
- Please provide flood maps if available. Not available
- Please provide a breakdown of faculty for medical malpractice coverage. 6 faculty members total
- Please provide retroactive dates for claims made coverages – Educators Legal Liability and Employee Benefits Liability. No claims history to report for either.
- Per our discussion last week, given no foreign exposure exists for the upcoming year, is this still a coverage you want quoted? Please quote based on one individual just for our information, just in case it is needed, no travel is anticipated at any time and the College will probably not purchase this coverage.
- For the EDP, how much is the main frame? See page 14 of the original RFP document “Data Processing Coverage”. We do not have a main frame per se, the equipment cost shown is inclusive of all computers, servers, and networking equipment.
- What are the number of PC's being covered? 1800. Are lap tops or notepads being covered? Yes
- Does the school have any type of waiver for damage to student owned horses? The College would cover damages to student owned horses for damages the College caused.
- Are all horses stored in one building? Yes
- Is there any type of on-site supervision to keep an eye on the horses 24 hours? Campus Police are on duty 24/7, but not solely dedicated to watching only the horses.
- For Money and Securities, do they have a dual signature for over a certain amount of money? Yes for any amount.
- What are the admissions from exhibitions in the building and outdoor stadiums? This is referring to the amount of receipts generated from admissions for sporting or other events. \$185,672 for FY13
- The car hauler trailer listed on the vehicle schedule, how many vehicles can that hold? How many vehicles do they typically haul throughout the year? Generally used by the Horticulture Department to transport plants but occasionally used to transport a small tractor and part of our booth at the annual National FFA Convention. Was purchased for its size but will not be used to transport vehicles.