



Des Moines Independent Community School District
Division of Purchasing
1915 Prospect Road, Suite 1200
Des Moines, Iowa 50310
Phone (515)242-7751
Fax (515)242-7550

April 25, 2016

Jester Insurance Services
303 Watson Powell Jr. Way Suite 300
Des Moines, Iowa 50309
Mr. Robert E. Jester / President

RE: Bid # RFP 6729 Insurance / Risk Management – Third Renewal

Mr. Jester

The Des Moines Public Schools is seeking to exercise its renewal option for the above mentioned bid. This will be the **third extension** of this option, with the contract period beginning July 1, 2016 and ending on June 30, 2017. Enclosed is a copy of the District's Form of Proposal, detailing the items which were on this bid, as well as the, general terms and conditions associated with this bid.

We ask all suppliers to review their pricing structures prior to submitting renewal proposals. The District will again consider any program that may reduce its costs through process improvement, ordering methodology, patterns, etc. Conversely, any planned increase may require the District to employ its option to place the product category out for bid solicitation.

The District appreciates your past service. We look forward to continuing our business relationship with you in the months and years to come. Please complete and sign the attached document, and return the signed Proposal for 2016-2017 as soon as possible:

Des Moines Public Schools – Purchasing Department
1915 Prospect Road Suite 1200
Des Moines, IA. 50310

Sincerely *Mark*
Mattiussi

Purchasing Agent
Des Moines Public Schools

Non – Discrimination Policy:

It is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C

Debarment Policy:

The District is prohibited from entering into a contract where an organization or, its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

Payment Policy:

The District plans to pay Awardee (s) using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Contractors accept one of these forms of payment

Acknowledgement & Certification:

Awardee(s) must agree to complete and sign the Acknowledgement & Certification regarding their staff's ability to be in contact with the student population.



Summary of Current Coverage's RFP6729 - THIRD RENEWAL

Property

- Blanket limit – Buildings & Contents, \$250,000,000 loss limit (total value \$1,149,821,565)
- Building ordinance and increased cost of construction \$25,000,000 limit
- Sewer, drain backup and surface water \$10,000,000 limit
- Earthquake \$10,000,000 limit
- Boiler machinery \$100,000,000 limit
- Schools under construction \$25,000,000 per location
- Coverage valued at replacement cost unless scheduled at actual cash value
- \$100,000 deductible

General Liability

Coverage includes

- all employees as insured's
- professional liability
- all athletic activities
- sexual abuse liability
- employee benefits liability

Limits

- \$2,000,000 each occurrence
- Damage to rental \$300,000
- \$5,000 medical
- Personal injury limit \$2,000,000
- Aggregate limit \$4,000,000
- \$2,000,000 employee benefits liability per occurrence
- \$4,000,000 employee benefits liability annual aggregate

Automobile Liability and Automobile Physical Damage

- Liability \$2,000,000 each occurrence
- Catastrophic Coverage Limit currently have a fleet of approximately 140 buses: (currently a blanket basis under the property coverage)
- Lease of 11 drivers' education cars
- \$500 property damage deductible per accident
- Employees as insured when using personal vehicle on school business
- Garage keeper coverage
 - Comprehensive \$500,000 limit \$500 deductible
 - Collision \$100,000 limit \$1000 deductible



Summary of Current Coverage's

Public Officials Liability

- \$2,000,000 each loss
- \$2,000,000 Aggregate loss
- \$35,000 deductible
- Coverage includes employees, volunteers, student teachers and consultants

Crime Coverage

- \$3,000,000 Limit for Public Employee Dishonesty; \$50,000 Deductible per Loss
- \$3,000,000 Limit for Forgery Alterations; \$50,000 Deductible per Loss
- \$3,000,000 Limit for Computer fraud; \$50,000 Deductible per Loss
- \$3,000,000 Limit for Funds Transfer Fraud; \$50,000 Deductible per Loss

Commercial Umbrella Coverage

- Excess over general liability, auto liability, public officials and employers liability
- \$9,000,000 Occurrence
- \$9,000,000 Aggregate Limit

Excess Workers' Compensation

- Excess statutory workers compensation coverage
- \$1,000,000 employers' liability
- \$750,000 retention each occurrence
- Approx. 4800 professional employees (code 8868); 680 cooks, janitors etc (code 7380); 131 drivers (code 7380)

Note: Using the Summary of Current Coverage's please complete, sign and return the Form of Proposal Extension below.



Form of Proposal
THIRD Extension – RFP 6729
FY16-17

Item No.	Description	Cost
001	Property Premium FY 15-16	\$ 588,827
	Property Premium FY 16-17	\$ 578,364
002	Gen. Liability Auto FY 15-16	\$ 468,209
	Gen. Liability Auto FY 16-17	\$ 540,629
003	Umbrella Liability FY 15-16	\$ 284,808
	Umbrella Liability FY 16-17	\$ 193,248
004	E & O Liability FY 15-16	\$ 149,155
	E & O Liability FY 16-17	\$ 176,047
005	Crime Insurance FY 15-16	\$ 19,278
	Crime Insurance FY 16-17	\$ 19,502
006	Flood Insurance FY 15-16	\$ 38,064
	Flood Insurance FY 16-17	\$ 38,131
007	Workers' Compensation FY 15-16	\$ 220,684
	Workers' Compensation FY 16-17	\$ 210,271
008	Misc. Liability FY 15-16	\$ 2,187
	Misc. Liability FY 16-17	\$ 2,187
	Total FY 16-17	\$ 1,758,479

Street Address 303 Watson Powell Jr. Way

City / State/ Zip Des Moines, Iowa 50309

Representative Name (print) Robert E. Jester

Contact Phone Number 243-2707

Contact Fax Number _____

Contact Email Address rejjester@jesterinsurance.com

Authorized Representative Signature _____

This contract is for the period July 1, 2016 through June 30, 2017. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest. The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency.

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. Further, it is the policy of the Des Moines Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you believe you have been discriminated against or treated unjustly, please contact the Equity Coordinator, Isaiah McGee at 2323 Grand Avenue, Des Moines, IA 50312, 515-242-7662 Isaiah.mcgee@dmschools.org Section 504 34 CFR 104.8, Title IX 34 CFR 106.9, OCR Guidelines IV.O and V.C. Also the District plans to pay Seller using a procurement or virtual credit card, or may make payments by electronic funds transfer and recommends that Seller accept one of these forms of payment. Finally by signing this document the Seller and their agent(s) have read, understand and will comply with the District's Acknowledgement & Certification requirements as detailed below



Acknowledgment & Certification

Jester Insurance ("Company") is providing services to the Des Moines Independent Community School District ("District") as a contractor, vendor, supplier, provider or sub-provider and/or is operating or managing the operations of a contractor, vendor, supplier or provider. The services provided by the Company may involve the presence of the Company's employees upon the real property of the District. The Company acknowledges that Iowa law prohibits a sex offender who has been convicted of a sex offense against a minor from being present upon the real property of the District. The Company further acknowledges that, pursuant to Iowa law, a sex offender who has been convicted of a sex offense against a minor shall not operate, manage, be employed by, or act as a contractor or volunteer at the District. The Company hereby certifies that no one who is an owner, operator or manager of the Company has been convicted of a sex offense against a minor. The Company further certifies and agrees that it shall not permit any person who is a sex offender convicted of a sex offense against a minor to provide any services to the District in accordance with the prohibitions set forth above.

The Company further certifies that the Company has completed a satisfactory background check on the Company's employees. The Company hereby agrees to provide the District with the Company's background screening procedures including specific context and infractions that are reviewed by the Company. The District reserves the right to, but does not have the obligation to, conduct a District background check on Company employees as determined by the District in its sole discretion. The District reserves the right to restrict access of any Company employee upon the real property of the District if such employee does not clear the District's background check.

The District reserves the right, but does not have the obligation to, to audit the Company's background screening program at any time, whether announced or unannounced. The Company hereby agrees that the Company shall, upon request, permit an authorized District representative to review background screening records, including those of individual Company employees, in order to conduct a compliance review, audit or investigation, to the fullest extent permitted by law.

The Company shall ensure that the provisions of this Acknowledgement and Certification are extended to any and all subcontractors, consultants, or others the Company may engage if such engagement involves their presence upon the real property of the District.

The Company understands and agrees that violation of any of the provisions of this Acknowledgement and Certification shall constitute sufficient grounds for termination of any contract or subcontract without damages or penalty to the District.

This Acknowledgment and Certification is to be construed under the laws of the State of Iowa. If any portion hereof is held invalid, the balance of the document shall, notwithstanding, continue in full legal force and effect.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she has read this entire document that he/she understands its terms, and that he/she not only has the authority to sign the document on behalf of the Company, but has signed it knowingly and voluntarily.