



REQUEST FOR SEALED QUALIFICATIONS & PROPOSALS

FOR

PROFESSIONAL SERVICES UNDER A FAIR
AND OPEN PROCESS

GENERAL HEALTH AND INSURANCE BROKER

SOUTH JERSEY PORT CORPORATION

101 JOSEPH A. BALZANO BOULEVARD

CAMDEN, NJ 08103

PROPOSAL ACCEPTANCE DATE:
TUESDAY, APRIL 7, 2020 BY 3PM

INFORMATION TO RESPONDENTS

Sealed qualifications shall be received in accordance with Public Advertisement as required by law, a copy of said notice being attached hereto and made part of these specifications.

Submission of Qualifications

All qualification proposal must be submitted in sealed envelopes bearing on the outside the name of the proposer, address and the name of the professional service for which the proposal is submitted. Proposals must be addressed to the attention of:

**SOUTH JERSEY PORT CORPORATION
c/o Patrick Boyle, Senior Purchasing Agent
101 Joseph A. Balzano Boulevard (formerly Beckett Street)
Camden, NJ 08103**

Qualifications Forwarded through the Mail
Must contain the following statement on the envelope:

**"THIS IS A SEALED QUALIFICATION PROPOSAL AND SHALL NOT BE
OPENED AND READ UNTIL APRIL 7, 2020 AT 3:00 P.M. BY PATRICK BOYLE
OR HIS DESIGNEE: SJPC-HIB-33120"**

The South Jersey Port Corporation (hereinafter "SJPC") will not assume responsibility for proposals not delivered in person to the above address.

The sealed proposals will be opened and recorded in the "A" Building Conference Room at South Jersey Port Corporation, Balzano Marine Terminal, 101 Joseph A. Balzano Boulevard (formerly Beckett Street), Camden, New Jersey 08103.

Receipt of Proposals

All proposals must be received by April 7, 2020 at 3:00PM EST. No proposal will be received after the specified time.

Reservations

The SJPC reserves the right to reject any or all proposals, to waive irregularities and technicalities, to request re-submissions, and to award proposals as the SJPC deems will best serve the interest of the SJPC.

Questions regarding this Request for Proposals may be directed to Patrick Boyle, Senior Purchasing Agent, in writing at pboyle@southjerseyport.com.

REQUEST FOR QUALIFICATIONS & PROPOSALS FOR PROFESSIONAL SERVICES

1.0 Overview

The South Jersey Port Corporation (SJPC) is an agency of the State of New Jersey with a mission to develop, maintain and operate marine terminals and related intermodal transportation infrastructure within the South Jersey Port District. The agency has primary offices and port operations in Camden, New Jersey at the Balzano Marine Terminal and the Broadway Terminal. The agency also has facilities in Salem and Paulsboro. SJPC is grantee of foreign Trade Zone #142.

2.0 Purpose of Proposal

The following procedures are designed to provide a fair and open process in awarding professional services based on qualifications, merit, and cost effectiveness through accessible advertising. Services include annual appointments and day-to-day programs, projects, and contracts.

Any person or firms (hereafter “Applicant/Proposer or Proposers”) interested in providing professional services as General Health and Insurance Broker to the South Jersey Port Corporation (hereafter “SJPC”) may submit an application in accordance with the requirements of this Request for Qualifications and Proposals for Professional Services.

3.0 Scope of Services

1. Appointment of General Health and Insurance Broker

General Health and Insurance Broker shall be appointed by the Board of Directors of SJPC by a majority vote at a quorum of its members and shall serve for a term of two (2) years and until their successor has been appointed and qualified. General Health and Insurance Broker shall be a New Jersey licensed broker/producer for property/casualty and health insurance with a demonstrated prior experience in the management of public and port insurance risks. In lieu of appointing an individual Insurance Broker, the SJPC may appoint a firm. Insurance Broker shall execute a written contract with the SJPC and shall receive such compensation as agreed upon by SJPC.

2. Duties

General Health and Insurance Broker shall:

- A) Assist the SJPC in identifying its exposures and recommend professional methods to reduce, assume or transfer the risk of loss.
- B) Assist the SJPC in understanding and selecting the various coverage's available from government and private insurance markets including obtaining written competitive quotes and pricing for available coverage's and providing definitive advise on the cost effective coverage available that will fulfill the SJPC's

requirements.

- C) Review with the SJPC all coverage's that the Insurance Broker feels should be carried and subject to the Board of Directors' authorization place such coverage.
- D) Assist the SJPC in the preparation of applications, statements of values and similar documents required by Insurance Broker or carriers, it being understood that this agreement does not include any appraisal work by the Insurance Broker.
- E) Review the SJPC's assessments as may be prepared by the SJPC's carriers and assist the SJPC in the preparation of its annual insurance budget.
- F) Review loss and engineering reports and generally assist the SJPC's in its loss containment objectives.
- G) Assist when needed in the settlement of claims with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjustor.
- H) Attendance at the meetings of the Board of Directors and the making of presentation to the Board of Directors to provide current information and communication regarding insurance matters and the performance of such other services as required by the SJPC.

4.0 Applicant's/Proposer's Responsibility in Responding to SJPC's Request for Qualifications and Proposals for Professional Services

The Applicant/Proposer shall, in response to SJPC's Request for Qualifications and Proposals, at a minimum include the following information:

1. Qualification requirements to compete for the needed service or activity as set forth in the "duties and responsibilities" of the position defined in the SJPC's Request for Proposal. Qualifications at a minimum, shall include requirements defined as follows:
 - A. The full name and business address.
 - B. Listing of all post high school education of the applicant and/or members of a professional firm seeking to provide professional services as described within the body of the Request for Proposal.
 - C. Dates and licensure in the State of New Jersey and any other State as to the professional discipline requested to serve the needs of the SJPC.
 - D. A listing of any professional affiliation or membership in any professional societies or organizations, with an indication as to any offices held.
 - E. The number of licensed professionals employed (if a professional firm)

and/or affiliated with a professional entity seeking to provide services to the SJPC. A description of each individual's qualifications, including education licensure and years of professional experience.

- F. A listing of all previous Public Sector entities served by the Applicant/Proposer licensed professional including dates of service and position(s) held.
- G. Proposed costs of the service(s) or activities, including proposed retainer, the services to be provided for the retainer and hourly billing rates, the percentage of any commissions charged or to be earned on the placement of any coverage's and the party (i.e. carrier or SJPC) who is to pay such commission.
- H. The Applicant/Proposer shall submit eight (8) copies of their proposal for review and consideration by the SJPC Board of Directors.
- I. The primary representative(s) of the selected proposer must possess, or obtain upon award of contract, a Transportation Worker Identification Credential (TWIC). TWIC was established by Congress through the Maritime Transportation Security Act (MTSA) and is administered by the Transportation Security Administration (TSA) and U.S. Coast Guard. TWICs are tamper-resistant biometric credentials issued to workers who require unescorted access to secure areas of ports, vessels, outer continental shelf facilities and all credentialed merchant mariners. TWIC is required for any unescorted access to SJPC's Balzano Marine and Broadway Terminals. To obtain a TWIC, an individual must provide biographic and biometric information such as fingerprints, sit for a digital photograph and successfully pass a security threat assessment conducted by the Transportation Security Administration.

5.0 Required Bid Forms.

Each proposal shall require the bidder or proposer to complete the forms and submit the documents attached or identified hereto as exhibits Q1 through Q20. Those attachments are as follows:

- Q1. Small Business Enterprise Questionnaire
- Q2. Mandatory Equal Employment Opportunity "Exhibit A" Language (Professional Services)
- Q3. Mandatory Equal Opportunity "Exhibit B" Language (if applicable)
- Q4. Stockholder Disclosure Certification
- QS. Non-Collusion Affidavit
- Q6. Debarred List Affidavit

- Q7. Affirmative Action Evidence for Procurement I Service
- Q8. Business Registration Certificate
- Q9. Set-Off for State Tax
- Q10. Acknowledgement of Receipt of Addenda Form (if applicable)
- Q11. Executive Order #129 Vendor Disclosure Form
- Q12. Executive Order #189 Vendor Code of Ethics Affidavit
- Q13. Executive Order # 117 Two Year Chapter 51 I Vend or Certification & Disclosure of Political Contributions
- Q14. Executive Order #!51 Contract Compliance
- Q15. Employee Information Report- form AA30 2
- Q16. Ownership Disclosure Form (formerly E.O. #134)
- Q17. Prevailing Wage Notification
- Q18. Public Works Contract Registration
- Q19. Buy America Notice
- Q20. Pay to Play

6.0 Insurance Requirements

PROFESSIONAL SERVICE CONTRACTS

A. General Insurance Requirements

1. The Professional Services shall not commence until the Professional Service Contractor has obtained, at their own expense, all of the insurance as required hereunder and such insurance has been approved by the South Jersey Port Corporation; nor shall the Professional Service Contractor allow any Subcontractor to commence work on any South Jersey Port Corporation projects until all insurance required of the Subcontractor has been so obtained and approved by the Contractor. Approval of insurance required of the Professional Service Contractor will be granted only after submission to the South Jersey Port Corporation, original certificates of insurance signed by authorized representatives of the insurers or, at the South Jersey Port Corporation request, certified copies of the required insurance policies.

2. The Professional Service Contractor shall require all Subcontractors to maintain during the term of the Contract commercial general liability insurance, business auto liability

insurance, and workers compensation and employer's liability insurance at the same limits required of Professional Service Contractor.

3. All insurance policies required hereunder shall be endorsed to provide that the policy is not subject to cancellation and non-renewal until thirty (30) days prior written notice has been given to the Owner by the Professional Service Contractor, except in the case of non-payment of premium which is ten (10) days.

4. No acceptance and/or approval of any insurance by the South Jersey Port Corporation shall be construed as relieving or excusing the Professional Service Contractor (or the Professional Service Contractor's Surety, if applicable) from any liability or obligation imposed upon either or both of them by provisions of this Contract.

5. Any deductibles or retention's of (\$5,000) or greater shall be disclosed by the Professional Service Contractor, and are subject to South Jersey Port Corporation's written approval. Any deductible or retention amounts elected by the Professional Service Contractor or imposed by the Professional Service Contractor's insurer(s) shall be the sole responsibility of the Professional Service Contractor.

6. All insurance shall be procured from insurers permitted to do business in the State of New Jersey and having an A.M. Best Rating of at least "A-, Class VIII".

7. All insurance required herein, with the exception of the Professional Liability Insurance, shall be written on an "occurrence" basis. Claims-Made coverage must include:

- i. The retroactive date must be on or prior to the start of work under this contract; and
- ii. The Professional Services Contractor must purchase "tail coverage/an extended reporting period" or maintain coverage for a period of three years, subsequent to the completion of their work / final payment.

8. Insurance provided to the South Jersey Port Corporation as specified herein shall be primary, and any other insurance, self-insurance, coverage or indemnity available to the Owner and Owner's shall be excess of and non-contributory with insurance provided.

9. South Jersey Port Corporation, its directors, officers, partners, members, employees, agents and representatives shall be named as additional insured on the General Liability,

Automobile Liability and Umbrella Liability Policies on a primary and non-contributory basis.

B. Professional Service Contractor Liability Insurance Requirements

The Professional Service Contractor shall purchase the following:

1. Commercial General Liability insurance for bodily injury, personal injury, and property damage including loss of use, with minimum limits of:

- \$1,000,000 each occurrence;
- \$1,000,000 personal and advertising injury;
- \$2,000,000 general aggregate; and
- \$1,000,000 products/completed operation aggregate.

This insurance shall include coverage for all of the following:

- General aggregate limit;
- Liability arising from premises and operations;
- Liability arising from the actions of independent contractors;
- Contractual liability including protection for the Professional Service Contractor from bodily injury and property damage claims arising out of liability assumed under this Contract.

2. Business auto liability insurance with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- Liability arising out of the ownership, maintenance or use of any auto;
- Auto non-ownership and hired car coverage.

3. Workers' Compensation insurance with statutory benefits as required by any state or Federal law, including standard "other states" coverage; Employers Liability insurance with minimum limits of:

- \$1,000,000 each accident for bodily injury by accident;
- \$1,000,000 each employee for bodily injury by disease; and
- \$1,000,000 policy limit for bodily injury by disease.

4. Professional Liability: Professional Service Contractors (such as, but not limited to Architects, Engineers, Attorneys, Physicians, and Risk Management Consultants) shall provide the South Jersey Port Corporation with a certificate of insurance evidencing Professional Liability and/or Malpractice Insurance with minimum limits of \$2,000,000 combined single limit.

5. Umbrella/Excess liability insurance to apply on a Following Form Basis of the Commercial General Liability, Automobile Liability and Employer's Liability Policies and with

minimum limits of:

\$5,000,000 per occurrence;

\$5,000,000 aggregate for other than products/completed operations and auto liability; and

\$5,000,000 products/completed operations aggregate.

C. Indemnification

1. The Contractor will protect, defend, indemnify and hold harmless the South Jersey Port Corporation from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities arising out of or resulting from the performance of the work or the completed operations provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting there from; and is caused in whole or in part by any negligent or willful act or omission of the Contractor, Subcontractor(s), Sub-subcontractor(s), and anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

2. In any and all claims against the South Jersey Port Corporation or any of their agents or employees, by an employee of the Contractor, Subcontractor, or any Sub-subcontractor, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for any Contractor, Subcontractor or any Sub-subcontractor under Workmen's Compensation Acts, Disability Benefits Acts, or other Employee.

Financial Disclosure

The Applicant/Proposer shall file all Financial Disclosure Statements as required by Law.

7.0 Basis for Award of Contract/Agreement for Professional Services

The SJPC shall award all professional service contracts or agreements based on qualification, merit, criteria set forth in the within Request for Qualifications and Proposal, and cost competitiveness. The SJPC reserves the right in its sole discretion to reject all bids or to award to the Applicant/Proposer, which the SJPC Board of Directors' determines to be most advantageous to the SJPC regardless of price. SJPC intends to rank proposals based on qualifications and other factors and negotiate pricing beginning with the highest ranked applicant and proceeding down the list until an acceptable applicant and pricing are reached.

In accordance with Executive Order No. 26 (Whitman, 1994) and Executive Order No. 37 (Corzine, 2006), the criteria used to evaluate responsive proposals shall include, but not be limited to:

1. Qualifications of the individual or firms who will perform the service or activity and demonstrated ability to perform the services set forth under Duties.
2. Experience and references
3. Ability to perform the service or activity in a timely fashion, including staffing and the staff's familiarity of the service or activity.
4. Demonstrated familiarity and understanding of the South Jersey Port Corporation governance, facilities, operations and labor organizations affecting the SJPC.
5. Location of Proposer or Proposer's firm that will be supplying the required service.
6. Experience and background in providing brokerage and risk management services to governmental entities and demonstrated ability and/or experience in providing such services to businesses or agencies involved in Port activities.
7. Experience in providing background in employee benefit services, including health benefits for State agencies and/or public corporations.
8. Cost Competitiveness.
9. The SJPC reserves the right to conduct an interview or interviews with the prospective professionals to discuss the scope of the professional services as outlined in the Applicant's/Proposer's proposal.
10. All awards will be by formal action of the SJPC Board of Directors.
11. All awards are subject to availability of funds.
12. This policy will include, but not limited to, all of the above listed requirements.