

CITY OF GREELEY

MANDATORY PRE-BID MEETING

F23-05-046 - INSURANCE BROKER SERVICES

JUNE 23, 2023 - 10:00 AM - GREELEY CITY COUNCIL CHAMBERS

NAME OF PERSON ATTENDING PRE-BID MEETING (PLEASE PRINT)	COMPANY NAME (PLEASE PRINT)	PHONE/EMAIL
ALEX ADAMS	COG	PH 970-350-9325 EMAIL: purchasing@greeleygov.com
JEFF KASSAL	AJG	PH 303-808-5466 EMAIL: JEFF_KASSAL@AJG.COM
Joe Holstrom	AJG	PH 303-869-2622 EMAIL: Joe-Holstrom@ajg.com
Bob Murch	F+P	PH (970) 356-0123 EMAIL: bmurch@flosspersons.com
Velsey Duritsa	COG	PH EMAIL: velsey.duritsa@greeleygov.com
JOHN GOODSON	COG	PH EMAIL: John.Goodson@greeleygov.com
Elizabeth Conway	COG	PH EMAIL: ELIZABETH.CONWAY@greeleygov.com
Jay Berr	COG	PH EMAIL: JAY.BERR@greeleygov.com

Don Tripp

COG

Donald.Tripp@greeleygov.com



Risk and Safety Division

RFP - Insurance Broker Services

TO:

FROM: John Goodson

DATE: June 23rd, 2023

- Introductions
- Schedule:

Schedule of Events (subject to change)	All times are MST
RFP Issued	May 25, 2023
Mandatory Pre-Proposal Conference	June 23, 2023 - City Council Chambers, Greeley, CO 10:00 AM – 11:00 AM
Inquiry Deadline	June 29, 2023 before 4PM
Final Addendum Issued	July 13, 2023
Proposal Due Date	July 20, 2023 before 4PM
Final Interviews	Week of August 1, 2023
Notice of Award	September 1, 2023
Contract Effective Date	January 1, 2024

- All Inquiries: Purchasing@greeleygov.com
- Submittal:
 - Proposals shall be submitted in a single Microsoft Word or PDF file under 20MB. The Proposal must not exceed 20 total pages, excluding cover letter, index or table of contents, front and back covers, and title pages/separation tabs. Pages shall be 8 ½ x 11 inches except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the proposal and appendices. Resumes included as an appendix are not considered part of the 20 pages.
 - Cover sheet. Include the completed Cover Sheet from this Request for Proposal.
 - Cover letter. Completed and signed. Provide Consultant qualifications.
 - Addendums(s). Signed, if applicable.
 - Submission form
 - Required document requirements
 - Proposal/response
 - Evaluation criteria documentation
 - Pricing
 - W9
- Questions