**General Information**

The Stamford Downtown Special Services District is responsible for creating, managing and promoting a quality environment for people, which enhances the economic vitality of Stamford Downtown. Our offices our located at Five Landmark Square 110 Stamford CT.

To accomplish the latter, the District is requesting proposals of a full-service insurance company.

The interested parties should be able to address the needs of the District in the most efficient manner possible.

**Program Objective**

The DSSD is looking for a full-service insurance broker to provide insurance from May 1, 2020 - April 30, 2021

**Scope of Work**

Property $ 60,000.00

Hired/Non-owned Auto $1,000.000.00

Crime

 Employee $100,000.00

 Forgery $50,000.00

 Money $20,000.00

Work Comp $500/500/500

General Liability $1,000,000.00/2,000,000.00

Excess Liability $10,000,000.00 – Full limits over all underlying insurance

Liquor $1,000,000 Occurrence/$2,000,000 Common Cause

Directors/Officers $5,000,000.00

Employment Practices $5,000,000.00

Accident/Sickness $100,000 – Excess Basis

**The proposal must contain the following items of information:**

1. Background and description of the firm.
2. A description of the services that the firm will provide.
3. References

***Proposals should be submitted to the Stamford Downtown Special Services District by email to*** ***maryann@stamford-downtown.com***

***The submission deadline is 4:00 p.m. on Tuesday, March 19, 2020.***

**Terms, Conditions & Limitations**

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

1. No applicant will be selected if it is in default upon any debt, contract or obligation to the Stamford Downtown Special Services District, or City of Stamford.
2. The Stamford Downtown Special Services District shall not pay any costs or losses incurred by any applicant at any time, including but not limited to, the cost of responding to this RFP.
3. This RFP does not represent any obligation or agreement whatsoever on the part of the Stamford Downtown Special Services District to vendor applying.
4. An invitation to respond to the RFP does not create any rights on the part of the applicant.
5. Any documents provided to the applicant represent the best available information at the disposal of the Stamford Downtown Special Services District, and are provided in good faith without warranty of accuracy or applicability. Respondents are encouraged to undertake their own investigations.
6. The District reserves the right to accept or reject all or part of a proposal for any reason the District deems advisable.

**\*\*\*All questions regarding the interpretation of this RFP should be addressed to** **lynne@stamford-downtown.com**