



CITY OF PRICHARD
216 EAST PRICHARD AVENUE
PRICHARD, ALABAMA 36610

Bids to be opened at 10:00 A.M.
Monday, July 20, 2026

LADIES AND GENTLEMEN:

Sealed bids will be received by the City of Prichard, Alabama, at this office in Prichard, Alabama, until the time and date below, and then opened soon thereafter as practicable.

Jacqueline A. Niles, CMC
Jacqueline A. Niles, CMC, City Clerk

F.O.B. Prichard, Alabama

The City of Prichard is requesting sealed bids for the purchase of meals for work release.

Bidders must place this bid form in a sealed envelope marked
"Bid #901 – Municipal Insurance"
and submitted it to this office no later than 9:30 A.M. on July 20, 2026
If you have any questions, contact Jacqueline Niles at 251-452-7887

All envelopes not plainly marked as above will not be read.

If you are unable to furnish an item as specified and desire to offer a substitute, give full description of the item. No errors will be corrected after bids are opened. No prices shall include State of Federal Excise Taxes, or Sales Tax. Tax exemption certificates furnished upon request. City reserves the right to accept or reject all bids or any portion thereof.

We are in a position to furnish the above at the prices shown and can be available within _____ days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by Bidder. I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

THIS BID MUST BE NOTARZIED

Firm _____

By _____
(Signature)

Sworn to and subscribed before me
this _____ day of _____ 20 _____

Street _____

Notary Public

City/Zip _____

Terms _____

Date _____

Bid Amount _____

Bids made out in pencil will not be accepted.

Municipal Insurance RFP

Takeaway: This is a streamlined, ready-to-use RFP that covers scope, requirements, evaluation criteria, and submission instructions for municipal insurance providers.

1. Introduction & Purpose

The City of Prichard is seeking proposals from qualified insurance carriers or brokers to provide comprehensive municipal insurance coverage. The purpose of this RFP is to secure competitive pricing, reliable service, and coverage that adequately protects municipal operations, employees, and assets.

2. Background

The municipality serves a population of approximately 18,704 in 2026 and operates a variety of departments. Current insurance coverage includes:

- Property
- General Liability
- Auto/Fleet
- Public Officials Liability
- Law Enforcement Liability

3. Insurance Coverage Requested

Proposals should include quotes, coverage details, and service commitments for the following lines of insurance:

- Property Coverage — buildings, equipment, infrastructure
- General Liability — bodily injury, property damage
- Automobile/Fleet — owned and leased vehicles
- Cyber Liability (cost with and without)
- Public Officials Liability
- Law Enforcement Liability

Bidder may propose additional coverage options beneficial to municipal operations.

4. Proposal Requirements

Each proposal must include:

- Company Profile — history, size, municipal experience
- Coverage Details — limits, deductibles, exclusions
- Premium Costs — itemized by coverage line
- Claims Handling Process — response times, adjuster availability

- Risk Management Services — training, inspections, loss-control programs
- References — at least three municipal clients
- Proof of Licensure — authorization to operate in the State of Alabama

5. Evaluation Criteria

Proposals will be evaluated based on:

- Coverage breadth and suitability
- Cost competitiveness
- Vendor experience with municipalities
- Claims service quality
- Risk-management support
- Financial stability of the carrier

6. Submission Instructions

Proposals must be sealed and submitted by **July 20, 2026, by 9:30 A.M**

Jaqueline A. Niles, CMC, City Clerk
216 East Prichard Avenue
Suite 170
Prichard, Alabama 36610
cityclerk@thecityofprichard.org

Late submissions may not be considered.

8. Terms & Conditions

The municipality reserves the right to reject any or all proposals, waive informalities, and negotiate with any vendor deemed in the best interest of the municipality.