

# Insurance and Risk Management Policy

Request for Proposal  
February 16, 2024



## **Geauga Park District**

*Board of Park Commissioners*

Ray Guarino, President

Howard Bates, Vice President

Jolene Carnabuci, Commissioner

Les LaGatta, Commissioner

Frank Stein, Commissioner

*Executive Director*

John Oros

### **Contact:**

John Oros

*Executive Director*

9160 Robinson Road

Chardon, OH 44024

Phone | 440-226-2611

[joros@geaugaparkdistrict.org](mailto:joros@geaugaparkdistrict.org)

## **Mission Statement**

The mission of the Geauga Park District (GPD) is to preserve, conserve and protect the natural features of Geauga County and to provide outdoor recreational experiences to our residents of every age, every ability, and at all times of the year.

For more information regarding Geauga Park District please go to [www.geaugaparkdistrict.org](http://www.geaugaparkdistrict.org).

## **Introduction**

Geauga Park District strives to meet the goal of providing the residents of Geauga County with high quality parks, natural areas, outdoor experiences, and recreational opportunities. Geauga Park District is seeking a proposal for professional services in an Insurance & Risk Management Policy. The proposal and its contents are further detailed below.

## **General Information**

Proposals, either electronic or hard copy, will be received until 4:30 pm local time on Monday March 25, 2024. *Proposals should be addressed to the attention of John Oros, Executive Director.*

Geauga Park District is not responsible for any cost incurred by prospective consultants prior to the project award and signing of a contract for the requested professional services. Geauga Park District reserves the right to award the total proposal, reject any or all proposals in whole or in part and to waive any informalities if, in the Board's judgment, the best interest of Geauga Park District will be served. All comments and questions can be coordinated and scheduled by contacting **John Oros, Executive Director** Geauga Park District, via phone: 440-226-2611 or [joros@geaugaparkdistrict.org](mailto:joros@geaugaparkdistrict.org).

## **Project Description**

The **Insurance and Risk Management Policy** proposal will be formulated to address the needs of Geauga Park District, an Ohio Revised Code Chapter 1545 Park District. The document will provide a proposal for an insurance policy and associated coverage that best meets the needs of the day-to-day operations of Geauga Park District. The proposal will take into consideration the ability of the Geauga Park District Board of Park Commissioners to mitigate the risks, liabilities, and potential claims for the organization.

The proposal will provide recommendations for cost savings or policy improvements. This will include evaluating the schedule of coverages, coverage limits, deductibles, schedule of benefits, statement of values, schedule of covered vehicles, additional property statement of values, additional party liability coverage, and/or other areas of insurance coverage and policy parameters. The end goal is to ensure Geauga Park District is provided with an effective policy that will ensure quality insurance coverage services.

The document will propose the insurance coverage necessary to ensure the effective operation and management of the following resources:

- Land: 10,380-acres of land.
- Parks: 28 parks open to the public.
- Staff: 52 full-time, 4-part time, and 13-seasonal employees. 6-Law Enforcement/Ranger personnel.
- Facilities: 164 facilities. One Administrative Headquarters. One Nature Center. 18 Open Air Picnic Shelters. 12 Indoor Lodges. 4 Maintenance/Construction Facilities. Other facilities include restrooms, storage, and camping facilities.
- Hours of Operation: 365 Days, 6:00 am to 11:00 pm. Overnight for camping.
- Vehicles: 51 vehicles. Cars, trucks, and trailers.
- Equipment: 80 pieces of equipment.
- Volunteers: 215 volunteers.

### Note:

*All information provided above is preliminary and for general description purposes only. All related criteria will need to be determined and verified by the selected consultant.*

## **Proposal Format**

Proposals shall include the following:

- Statement of Qualifications:
  - Principals and/or key staff assigned to the project..
  - A general statement defining your firm's commitment to fulfilling the obligations of this proposal.
  - All sub-consultants assigned to the project (if applicable).
  - Providers ability to provide insurance and risk management services to government organizations.
    - Cite experience in providing policies and insurance services to Park Districts as defined by Ohio Revised Code Chapter 1545, or a firm with experience providing services to an

Ohio township, city, or similar municipality who provides parks and recreational services.

- References
  - Minimum of 3 contacts for similar services.
- Fee Breakdown / Fee Schedule:
  - Presented as an annual rate for insurance policy renewal.
  - Other fees/expenses (if applicable).
- Policy and/or Coverage Recommendations
  - Based on evaluation of information provided in “Project Description”.
- Other
  - The selected firm will enter into a contract with Geauga District to further define the responsibilities and mutual agreement of both parties.