



The Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET
NEW ORLEANS, LA 70165
504.529.2837 OR 52.WATER
www.swbno.org

July 12, 2024

Addendum No. 1

Your reference is directed to the Request for Proposal for: **2024-SWB-30 Fleet Liability Claims Services** for the Sewerage and Water Board of New Orleans which proposals are due on **August 7, 2024**, at **11:00 a.m.** CST.

This addendum provides for the following:

- a) Pre-Proposal Meeting
- b) Questions by Vendors

1. Pre-Proposal Meeting

- a. A non-mandatory pre-bid conference for this RFP will be held on July 15, 2024 at 2:00 p.m. CDT at the SWBNO Administration Building, 625 St. Joseph St. – Purchasing Conference Room 131, New Orleans, LA 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 262 099 741 927

Passcode: 2ojj9v

Dial in by phone

[+1 504-224-8698,619398128#](tel:+15042248698) United States, New Orleans

Phone conference ID: 619 398 128#

2. Questions by Vendors

- a. How many new claims are received per year on average? Property damage and auto liability BI separated, if possible. Also litigated number of files vs. non-litigated.

Property damage and auto liability BI separated, if possible. Also litigated number

of files vs. non-litigated.

- b. What type of fleet-sedans, trucks, specialty vehicles? Combo?

The fleet consists of sedans, trucks, and specialty vehicles..

- c. What about existing inventory-will we need to convert/take over existing claims? If yes, how many-broken down by type PD/Auto?

Yes, existing claims will need to be taken over. Currently there are approximately 53 open claims, about 4 of which are bodily injury.

- d. Do historic claims from a previous vendor need to be converted to the new vendor? If yes, what is the estimated claim count to be converted? Can the previous claims be converted by API?

Yes, approximately 420 claims will need to be converted. Whether it can be done by API is unknown to the Board.

- e. Start time of contract?

Start time will commence after posting of notice to proceed.

- f. Requirement to be on site within 1 hour. Is that EVERY accident or certain types of accidents (injury only, non-drivable, etc.)? How many of these are estimated per year?

Yes, every incident. Approximately 70 per year.

- g. What is the estimated inventory of open claims to be moved from the previous vendor to the new vendor?

Approximately 53.

- h. Invoice presentation- Is it expected that all claims will be billed individually as needed or is it expected every 30 days?

One master invoice every 30 days is expected.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2024-SWB-30 Fleet Liability Claims Services, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this RFP.

This addendum consists of two (2) pages

***** END OF ADDENDUM *****

