



JOLIET JUNIOR COLLEGE

1901

March 25, 2011

NOTE TO PROSPECTIVE BIDDERS

Joliet Junior College invites you to submit a sealed quote for its Excess Workers Compensation Insurance. Your sealed quote must be received prior to **2:00 pm. on April 21, 2011** in the Business & Auxiliary Services Office, Building H, Room 1019.

Loss runs will be provided upon request. Please contact me if you have any questions or require additional information in order to complete your bid.

Respectfully,

Judy Mitchell, Director of Business & Auxiliary Services

jmitchel@jjc.edu

PH: 815.280.6640

FAX: 815.280.6631



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REQUEST FOR QUOTE EXCESS WORKERS COMPENSATION INSURANCE

Background

Joliet Junior College is a comprehensive community college. The college offers pre-baccalaureate programs for students planning to transfer to a four-year university, occupational education leading directly to employment, adult education and literacy programs, work force and workplace development services, and support services to help students succeed. The College has a combined total of 14,000 credit and 17,000 non-credit students attending classes on its main campus located within the city of Joliet, and its four extension campuses located in Romeoville, Morris, southeast and downtown Joliet.

Vision Statement

Joliet Junior College, the nation's first public community college, will be a leader in teaching and learning, and the first choice for post-secondary education.

Mission Statement

Joliet Junior College enriches people's lives through affordable, accessible, and quality programs and services. The college provides transfer and career preparation, training and workforce development, and a lifetime of learning to the diverse community it serves.

SPECIFICATIONS:

Named Insured: Joliet Junior College

Policy period: June 30, 2011 – June 30, 2012

One-year policy only OR

Bidders may also submit a one year policy with up two renewals subject to re-rate. By April 1st of renewal year, the vendor must submit a premium cost/rate for the next year for our consideration.

Carrier Rating: Minimum AM Best rating to qualify for bid is “A”

Coverages: As stated below or better

Specific Retention



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Each Accident \$325,000 + additional corridor deductible of \$100,000
Multiple options may be presented for our consideration.

Specific Limit Each Accident:
Policy Part One, Workers Compensation Statutory
Policy Part Two, Employers Liability \$1,000,000

Aggregate Retention
Minimum Aggregate Retention \$1,799,000

Aggregate Limit \$1,000,000

Terrorism: The premium cost for this shall be separately quoted and the College shall have the option of waiving such coverage

Payroll: FY 10 projected payroll by classification codes:

8868	\$48,583,824.00
9101	4,452,885.00
Total	\$53,036,709.00

Additional Insured's: City of Joliet, 150 W. Jefferson St., Joliet, IL
Joliet Area Historical Museum, 204 N. Ottawa,
Joliet, IL 60432

Coverage for Additional Insured to apply when Joliet Junior College is hosting and catering events in the Joliet Historical Museum Welcome Center and Roofing Terrace areas.



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Additional information:

1. Address of each location including zip code with number of stories in buildings:

Joliet Junior College, 1215 Houbolt Road, Joliet, IL 60431-8938

J Building – 4 stories

K Building – 3 stories

V Building – 1 story

A, B, C, D, E, F, G, H, and T Building – 2 stories

Campus Center “CC” – 3 stories

Greenhouse classroom and Greenhouse – 1 story

L-Building –Office complex 1 story, maintenance, receiving & grounds 2 stories

Joliet Junior College, 1125 West Romeo Road, Romeoville, IL 60446-1643

Romeoville Campus- 1 story building

Joliet Junior College, City Center Campus 214 N. Ottawa Street, Joliet, IL 60432-4077

Office Complex -5 stories;

Restaurant/Ballroom – 2 stories

Joliet Junior College, 17840 Laraway Road, Joliet, IL 60433

Weitendorf Agricultural Education Center – 1 story

2 Approximate number of employees:

Approximately 871 full and part-time employees

Approximately 650 adjunct instructors

3. Approximate number of employees by shift:

Facility Services and Campus Police work shifts:

First shift: 32

Second shift: 38

Third shift: 35

All other employees normally work an eight-hour day shift



**REQUEST FOR QUOTE
EXCESS WORKERS COMPENSATION INSURANCE**

4. Audited financial information – Available upon request
5. Employee handbooks –full and part-time employee handbooks available upon request
6. Loss runs available upon request
7. Quote one year premium
8. Annual premium w/up to two renewals subject to rerate *

*If this option is chosen, vendor is required to inform Joliet Junior College of changes in next year's policy rates/premiums cost by April 1st of renewal year.