

REQUEST FOR QUALIFICATIONS (RFQ)

Insurance Agent Representation

The Tawas Utilities Authority (TUA)

810 W. Franklin Street, East Tawas, MI 48730

1. Introduction

The Tawas Utilities Authority (TUA) is requesting Statements of Qualifications from licensed and experienced insurance agents or firms to provide professional insurance representation and management services. The selected agent will assist the Authority in evaluating, securing, and managing insurance coverage related to its operations and assets.

2. Background

The Tawas Utilities Authority is a joint entity governed by the City of Tawas City and the City of East Tawas, serving residents of both municipalities and Baldwin Township for the treatment of sanitary sewer.

The Authority owns and operates a wastewater treatment plant located at 810 W. Franklin Street, East Tawas, MI 48730.

Plant operations and maintenance are performed by an independent contractor, Inframark, under agreement with the TUA.

- Inframark employs three (3) full-time employees.
- Inframark provides its own vehicle for operational purposes.
- Inframark does not own any TUA assets.

Administrative services for the TUA are provided by the City of East Tawas Clerk/Treasurer, who also serves as the Secretary/Treasurer of the TUA. Segregation of duties is maintained through oversight by the Deputy Treasurer of the City of East Tawas.

3. Scope of Services

The selected insurance agent will be responsible for providing ongoing support, guidance, and policy management in the following areas:

- General liability
- Sewer backup liability
- Public officials' liability

- Property and equipment coverage
- Non-owned automobile liability
- Any additional coverage deemed necessary to protect the Authority's assets and operations

Responsibilities include, but are not limited to:

- Reviewing current insurance policies and recommending coverage improvements
- Providing competitive quotes and options from reputable carriers
- Assisting with claims management and loss control
- Attending TUA meetings as requested to discuss insurance matters
- Providing timely renewal information and policy updates

4. Submission Requirements

Interested agents or firms should submit a Statement of Qualifications (SOQ) including the following:

1. Cover Letter introducing the firm/agent and expressing interest.
2. Company Background including office location, ownership, and size.
3. Qualifications and Experience in providing insurance services to municipalities, utilities, or authorities.
4. List of Carriers Represented and indication of any preferred relationships.
5. References from at least three (3) municipal or public-sector clients.
6. Description of Services and Approach for representing TUA, including how claims and renewals are handled.
7. Fee Structure and Compensation (commission, flat fee, or hybrid).
8. Disclosure of any potential conflicts of interest.

5. Selection Criteria

Proposals will be evaluated based on:

- Relevant experience with municipal or utility insurance programs
- Quality of proposed services and understanding of TUA needs

- References and past performance
- Ability to provide comprehensive coverage options
- Professional qualifications and responsiveness

6. Submission Deadline

All proposals must be received no later than 12:00 p.m. (noon) on Monday, January 5, 2026.

Submissions should be sent to:

Tawas Utilities Authority
c/o City of East Tawas – Clerk/Treasurer’s Office
760 Newman Street
East Tawas, MI 48730

Or via email to: gmartin@easttawas.com

7. Additional Information

Questions regarding this RFQ may be directed to:

Grace Martin, Clerk/Treasurer / Secretary-Treasurer, Tawas Utilities Authority
Phone: 989-362-6161
Email: gmartin@easttawas.com

8. Reservation of Rights

The Tawas Utilities Authority reserves the right to accept or reject any or all proposals, to waive informalities, and to award the contract in the best interest of the Authority.