



**Fargo Dome Authority
REQUEST FOR QUALIFICATIONS**

**Insurance Agent
for
Property, Casualty, and Other Insurance**

**RESPONSES DUE:
July 27, 2018 - noon CST**

Section 1: Introductory Information

BACKGROUND:

The FARGODOME is a City-owned 19,000 seat indoor entertainment arena that opened in 1992. The venue is governed by the seven member Fargo Dome Authority (“Authority”) who are appointed by the Fargo City Commission from nominations from the City of Fargo (2), NDSU (2), the Fargo Park Board (1), the Fargo School Board (1), and the Cass County Commission (1). The Authority contracts with Spectra by Comcast Spectacor to manage FARGODOME Food & Beverage. Other than Spectra’s onsite Director of Food & Beverage, FARGODOME full-time and part-time staff are employees of the City of Fargo. The FARGODOME is a multi-purpose facility with events generally falling into one of the following categories: Concerts, NDSU Football, Family Shows, Theatre Shows, Trade Shows, Festivals, Amateur Sports, Convention/Miscellaneous, Professional Sports, Motorsports, and Meeting Rooms. The FARGODOME averages approximately 100 event days per year and 550,000 attendees per year.

Please see Appendix A for additional background information.

PURPOSE OF RFQ:

The purpose of this Request for Qualifications is to obtain statements of qualifications from qualified insurance agents (“Respondents”) to be the FARGODOME’s insurance agent, with duties as identified in Section 3, on behalf of the Authority.

TERM OF ENGAGEMENT:

It is anticipated that the selected insurance agent will be retained by the Authority for a period of two years with up to three additional one-year extensions at the discretion of the Authority, for a total of up to five years.

TIMELINE/STEPS:

Authority reserves the right to modify this timeline.

1. Notification/Publish Advertisement of Request for Qualifications (RFQ)
Monday, June 25
Monday, July 2
Monday, July 9
2. Closing Date/Time for written responses to RFQ Scope of Service - “Response Due Date”
Friday July 27 - Noon
3. Selection of Agents to interview –
Authority to assess RFQ written responses - Weeks of July 30 & August 7
4. Insurance Agent Interviews
Week of August 13
5. Award to selected Insurance Agent and enter into contract for services with Agent:

Fargo Dome Authority Finance/Building

August 22

Fargo Dome Authority *special meeting*
City Commission

August 22
August 27

6. Awarded Agent works with insurance market and develops request for proposals
Agent to engage with Authority and staff regarding appropriate coverage levels, valuations, acceptable deductibles, other risks, and necessary data gathering

Agent's written summary of proposals along with Agent's recommendations to be submitted to the Authority and/or subcommittee in advance of November meetings for review and evaluation; then formally presented at the November Finance/Building Committee meeting

7. Approve final coverages proposed by Agent

Fargo Dome Authority Finance/Building
Fargo Dome Authority

November 20
November 27

December 31, 2018 Expiration of current policies

The Authority will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the Authority if received after the time stipulated above.

SUBMISSION OF RESPONSE:

Five (5) copies of the response must be submitted in written or printed bound form, along with one electronic copy on a jump drive, in a sealed envelope marked "Response to Serve as Insurance Agent to Authority" and shall include all information required pursuant to this RFQ. The envelope shall also be marked with the name of the firm submitting the response. Response must be submitted by the Response Due Date and Time as noted above, and may either be mailed or hand delivered to:

FARGODOME
Attn: FARGODOME Insurance RFQ Response
Susan Thompson, FARGODOME Director of Finance
1800 North University Drive
Fargo, ND 58102

The Authority will not accept responses submitted by email or facsimile.

All material submitted becomes the property of the Authority and will not be returned.

Section 2: Procedures and Instructions

Questions:

Questions regarding this RFQ should be directed to the Authority in writing by mail, facsimile or electronic mail, as follows:

Susan Thompson
Director of Finance
FARGODOME
1800 North University Drive
Fargo, ND 58102
(701) 237-0987 (fax)
sthompson@fargodome.com

Modifications to Response:

A Respondent may not modify or correct its responses any time after the respective Response Due Date, except in direct response to a request from the Authority for clarification.

Revisions to the RFQ:

The Authority reserves the right to add, change, or delete any provision or statement in the RFQ at any time prior to the Response Due Date. If it becomes necessary to revise or clarify any part of this RFQ, the Authority will provide an addendum to each firm receiving this RFQ.

Expense of Preparation of Response:

The Authority is not responsible for any expense incurred in preparing and submitting a Response or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Response.

Response Status & Compensation:

The issuance of this RFQ constitutes only an invitation to submit written qualifications to the Authority. It is to be distinguished from a bidding situation and is not to be construed as an official and customary request for bids, but as a means by which the Authority can facilitate the acquisition of information related to the required insurance agent services. Any response submitted, as provided herein, constitutes a desire to negotiate and recognition that the response is not a bid and is not being submitted as part of a bid process.

As is customary in the insurance industry, selected Agent will be compensated for all responsibilities as listed in **Section 3: Scope of Services** solely through sales commissions and fees provided by the insurance companies selected by Authority. Sales commissions and fees received by Agent from the Insurance Companies will be disclosed to Authority, as per **Section 3: (11) Annual Report**. If the Authority requests additional services from Agent, beyond items as listed in **Section 3**, Authority and Agent will negotiate a mutually agreeable consulting fee for the additional services.

Public Records:

Firms responding to this RFQ should be aware that the Responses are public records in accordance with state law after the evaluation and selection process has been completed.

Reservations of Rights:

The Authority reserves the right to conduct any investigation of the qualifications of any agent or firm that it deems appropriate, negotiate modifications to any of the items proposed in the Response, request additional information from any firm, reject any or all Response, and waive any irregularities in any Response. The Authority retains the right to negotiate the commission schedule, or related compensation, payable to agent in connection with this engagement. The engagement described in this RFQ is not necessarily exclusive and Authority expressly retains the right at any time to retain any other firm to provide the services described herein, including obtaining coverage directly from providers, and to terminate any firm's position as Insurance Agent or provider at any time without violating the engagement contemplated by this RFQ. The Authority reserves the right to withdraw, cancel, and/or amend, in part or entirely, this RFQ for any reason and at any time with no liability to any prospective Respondent for any costs or expenses incurred in connection with the RFQ or otherwise.

Specific Rights Reserved by the Authority:

Currently the Authority procures property insurance directly through FM Global via a 10+ year relationship, exclusive of an agent. The Authority reserves the right to obtain annual renewal quotes from FM Global solely through the direct relationship. The selected agent is encouraged to provide property proposals from other insurance companies as an alternative to FM Global. Following review of the proposals, the Authority reserves the right to continue with property coverage through FM Global exclusive of an agent. The Agent that is selected as part of this RFQ process will not be entitled to any commissions or compensation as a result of the Authority utilizing said coverage from FM Global except for compensation that is specifically agreed upon in writing in advance between the Authority and Agent.

Visits and Interviews:

All firms responding to this RFQ must be prepared to schedule a visit to the FARGODOME, upon request by the Authority.

Selection Process:

In order to evaluate Respondents' ability to represent the Authority with responsibilities as defined in **Section 3**, Authority will evaluate written responses to the RFQ as specified in **Section 4**. The Authority anticipates selecting at least two and not more than four Agents to proceed to interviews. **DO NOT APPROACH ANY INSURERS ON BEHALF OF THE AUTHORITY. DO NOT TO RESPOND TO THE RFQ BY PROVIDING INSURANCE QUOTATIONS.**

Evaluation criteria for written responses:

1. The personnel assigned to Authority's account;
2. The firm's experience with event venues and related risks, along with governmental ownership;
3. The financial strength and protection offered by each respondent;
4. Demonstrated access to domestic and international markets;
5. Availability of claims personnel and technology available to assist the Authority;
6. References provided to Authority;
7. Demonstrated understanding of the scope of services sought; and
8. Other factors as the Authority may deem appropriate after completing its review of the response.

The Authority, may after receiving all responses to this RFQ, choose not to select any respondent(s) for the interview step or the final award phase of RFQ process.

In order to evaluate respondents' ability to represent the Authority with responsibilities as defined in **Section 3**, Authority will evaluate in-person presentations of the selected Agents' overviews of the items requested in **Section 4**. Interviews will be limited to 40 minutes, with an additional 15 minutes allotted for questions and answers. **DO NOT APPROACH ANY INSURERS ON BEHALF OF THE AUTHORITY. DO NOT TO RESPOND TO THE RFQ BY PROVIDING INSURANCE QUOTATIONS.**

Evaluation criteria for in-person presentations:

1. The personnel assigned to Authority's account;
2. The firm's experience with event venues and related risks, along with governmental ownership;
3. The financial strength and protection offered by each respondent;
4. Demonstrated access to domestic and international markets;
5. Availability of claims personnel and technology available to assist the Authority;
6. References provided to Authority;
7. Demonstrated understanding of the scope of services sought;
8. Interaction with Authority and staff representatives during the presentation; and
9. Other factors as the Authority may deem appropriate after the presentations.

The Authority, may after receiving all responses to this RFQ, choose not to select any respondent(s) for the final award phase of the RFQ process.

The Authority recognizes that responding to this RFQ requires significant time and effort. We appreciate your participation in this process and welcome any feedback you may have for us.

Section 3: Scope of Services

The Authority is seeking Responses for an Insurance Agent for its property, casualty, general liability, liquor liability, umbrella and other insurance coverages. We are looking for one agent to represent the Authority regarding multiple coverages and perils. In order to implement the above program, the Insurance Agent will be expected to:

- (1) Assign experienced staff immediately upon Response acceptance to assess the Authority's insurance needs and provide recommendations regarding the appropriate types of insurance for the Authority, the levels of coverage necessary to protect the Authority from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium and such other factors as the agent shall recommend.
- (2) Assist the Authority in developing and maintaining the underwriting information necessary to market the insurance coverages.
- (3) Assist the Authority in developing insurable values for all real and personal property.
- (4) Based on the insurance coverage selected by the Authority, organize, develop and present to markets the Authority insurance coverage requirements and obtain bids from responsible insurers for that coverage. Evaluate those bids and present to the Authority the package of insurance policy terms, conditions and premiums that best reflects the goals and objectives of the Authority. Review policies and endorsements for accuracy and conformance with negotiated coverages.
- (5) Represent the Authority, as directed, in any negotiations with insurers or prospective insurers and other parties regarding insurance matters. Issuing certificates of insurance as required.
- (6) Monitor the financial ratings of carriers and advising the Authority of any reduction or exhaustion of the aggregate limits in any insurance policy. In the event of any aggregate limit impairment, advising the Authority of any limit reinstatement options available.
- (7) Administer claims submittals, if any, from the Authority in a manner best representing the interests of the Authority. Monitoring the claims services provided by the insurers and assisting the Authority in the preparation of proof of losses.
- (8) Be responsible for notifying the Authority of invoicing of premiums for all outstanding policies to assure that no policy lapses inadvertently because the Authority is unaware that an invoice is due.
- (9) As requested, meet with the Authority on an annual basis to review the outstanding coverage of the Authority to assure the Authority maintains appropriate levels of insurance and notify the Authority of any new developments in the industry or markets generally that affect the Authority in any way or that impact the insurance coverage or policies sought by the Authority.
- (10) Solicit quotes from multiple insurers at the time of any renewal upon request of the Authority.

- (11) Provide the Authority with an annual report within 45 days of the end of the Authority's fiscal year, detailing a schedule of the policies in force, the coverage amounts, deductible amounts, premiums paid, and fees and commissions received by the Insurance Agent in connection with each policy (including bonuses or other supplemental, volume, or loss-related commissions or payments).
- (12) Provide Authority with reasonable preliminary renewal figures during the budget process. Where appropriate, including financial modeling.
- (13) The primary account representative and other account team members for the Insurance Agent shall be reasonably available to the Authority and its staff to address questions related to this account. Examples include reviewing contracts or other documents as requested by the Authority and commenting on the insurance and hold harmless/indemnification provisions contained therein.
- (14) Provide such other services related to the insurance coverage as the Authority may reasonably request.

Section 4: – Structure and Details of Written Response

The Authority desires to consider Responses in a consistent and easily comparable format as established in this RFQ. Responses should be organized in the same manner as the individual information request contained this Section, as identified below. Responses to each lettered question shall begin on a separate page (e.g. answers to Question B should begin on a separate page from the response to Question A). Responses not organized as set forth in this RFQ may, at the Authority's discretion, be considered non-responsive. Do not refer to other parts of your Response in lieu of answering a specific question. Do not provide references to filings or forms publicly available, including on the firm's website, in lieu of providing specific information in the Response.

Responses should be prepared as simply and economically as possible while providing straight-forward and concise delineation of the Respondent's capabilities to satisfy the requirements of the RFQ. Fancy binding, colored displays, promotional material, etc., are neither necessary nor desired. Technical literature about the Respondent's experience and qualifications may be included; however, the emphasis should be on completeness and clarity of content. Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question. Responses shall be limited to 25 pages (8 ½ x 11 paper), including any exhibits/addendums.

Each Response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the firm shall certify (i) that the information included in the Response is true and correct to the best of its knowledge and (ii) that the person signing the transmittal letter is authorized to execute the Response on behalf of the firm.

RFQ SCOPE OF SERVICE RESPONSE REQUIREMENTS

Agents responding to this RFQ should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

- A. Location and Personnel. List the location of your firm's main office and the locations of offices in the State of North Dakota. Provide the address of the office location that will service the Authority. Identify the person directly responsible as the primary representative on behalf of the Authority and provide contact information for that person and include a brief description of the representative's background, experience and qualification, as well as an explanation of the representative's role and responsibilities for the firm. Provide a brief overview of other representatives of the firm that will be assigned to the Authority's account, their roles and responsibilities and their background and experience.
- B. Firm Overview. Provide an overview of the firm, including the full legal name of the institution, state of organization and supervisory and regulatory authorities that oversee the institution. Provide a summary of the ownership and management of the firm. Describe any significant changes in the management and/or structure of your firm, including mergers that have occurred during the past three years. Does your firm foresee or anticipate any organizational changes in the next 24 months? If the response includes offerings to be provided by different firms or other organizations, the insurance contract will be solely with the Respondent, who will be required to assume responsibility for the total project. Any proposed sub consultant(s) will be subject to the Authority's approval and should be identified in the Response. The Authority is

soliciting and seeks RFQ from full service firms but recognizes that respondents may wish to supplement services from skilled specialty sub consultants, including brokers who are licensed in the London insurance markets.

- C. Volume of Business. Provide a summary of the firm's premium volume for each of the past three years by the following categories: property and casualty, general liability, liquor liability, umbrella and automobile usage. If the office that will be servicing the Authority's account is a branch or subsidiary of a national or regional firm, the above information should be provided for both the office providing services to the Authority and the entire firm.
- D. References. Provide a list of at least five clients with insurance needs similar to the Authority, which may include entertainment venues and governmental entities. Describe your firm's specific experiences providing services to each of those clients. Describe your experience, if any, providing insurance agency services to public entertainment venues. Describe any issues or problems that have impacted any of the client accounts described in this section. Identify ways in which you added unique value or problem solving to any of the client accounts. Provide contact information to enable the Authority to contact those accounts as references. Identify any new accounts for entertainment venues or governmental entities obtained in the past three years and any such accounts that the firm has lost. Provide an explanation for the lost accounts.
- E. Insurance. Describe the firm's errors and omissions insurance, including the coverage amount, any deductible amounts and the provider.
- F. Customer Support. Describe and discuss your staff available to support the Authority. How much of that staff is located in the state of North Dakota? How many dedicated claims support staff does the firm maintain? Identify any technology or related tools available from your firm and describe the advantages those tools offer the Authority. Describe how your firm monitors insurer solvency and steps it would take in the event an insurer's solvency was weak or deteriorating or their rating downgraded.
- G. Legal, Regulatory and Ethics Actions. Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that your firm has been subject to within the last three years involving services your firm provided as an insurance agent. Please describe each regulatory proceeding in detail and any litigation or arbitration proceeding resulting in judgments, settlements or damage claims (for those matters not yet resolved) in excess of \$25,000.
- H. Scope of Service. Respond to each of the Scope of Services in Section 3 and indicate whether or not your firm can provide those services and describe the process by which you would provide those services. Provide a detailed explanation of any service described in Section 3 the firm will not or cannot provide.
- I. Access to Insurance Markets. Please specifically indicate if there are any major markets your company is not able to access. Additionally, please indicate if there are any major markets for which your firm maintains exclusive relationships for each of the following:

Property and Casualty
General Liability/Liquor Liability/Excess-Umbrella

Automobile Usage

- J. Licenses. Provide evidence that the agent and persons performing the work for the Authority maintain all North Dakota licenses in order to broker the insurance sought pursuant to this RFQ.

Appendix A: – Additional Background Information

Prior Three Years' Event Listing and Attendance

Date of Event	2015 Event Name	Drop Count	Date of Event	2016 Event Name	Drop Count	Date of Event	2017 Event Name	Drop Count
1/82/2015	Rumble on the Red	4,119	1/15-1/16, 2016	Valley Women's Expo	383	1/8/2017	Saturday Night Fever	976
1/16-1/18, 2015	Fight the Frost	5,702	1/25/2016	Million Dollar Quartet	1,439	1/14-1/15, 2017	Monster Jam	15,941
1/23-1/25, 2015	RRV Boat & Marine Show *	5,851	1/29-1/31, 2016	RRV Boat & Marine Show	6,518	1/27-1/29, 2017	RRV Boat & Marine Show	6,239
1/27/2015	Beauty and the Beast	2,089	2/5-2/6, 2016	Monster Jam	21,888	2/7-2/9, 2017	NDSU Spring Career Fair	2,837
1/30-1/31, 2015	Monster Jam	22,077	2/9-2/11, 2016	NDSU Spring Career Fair	2,634	2/11/2017	Kiwanis Pancake Karnival	9,499
2/3/2015	Seven Brides for Seven Brothers	1,888	2/11/2016	AC/DC	18,992	2/16-2/18, 2017	NDSHAA State Wrestling	16,527
2/7/2015	Kiwanis Pancake Carnival	11,250	2/15/2016	Regtime	999	2/24-2/26, 2017	RRV Home & Garden Show	8,551
2/10-2/12, 2015	NDSU Spring Career Fair	2,585	2/18-2/20, 2016	NDHSAA State Wrestling	11,598	3/2-3/5, 2017	RRV Sportsmen's Show	16,918
2/19-2/21, 2015	ND State HS Wrestling	14,708	2/23/2016	Buddy Holly	1,594	3/10-3/12, 2017	Disney on ice	18,751
2/27-3/1, 2015	RRV Home & Garden Show	7,776	2/26-2/28, 2016	RRV Home & Garden Show	8,474	3/17-3/18, 2017	PRCA Rodeo	6,670
3/5-3/8, 2015	RRV Sportsmen's Show *	17,685	3/3-3/6, 2016	RRV Sportsmen's Show *	16,374	3/21-3/22, 2017	International Sugarbeet Institute	2,433
3/12-3/14, 2015	ND State Class A Combined BB	15,739	3/12/2016	Kiwanis Pancake Karnival	9,751	3/24/2017	Journey	11,857
3/20-3/21, 2015	PRCA Rodeo	7,313	4/1-4/2, 2016	PRCA Rodeo	6,865	3/29/2017	Annie	1,531
3/25-3/26, 2015	International Sugar Beet Institute	1,446	4/5/2016	Manufacturers Sneak Peak	740	3/31-4/2, 2017	Shrine Circus	24,779
3/27-3/29, 2015	Shrine Circus #	31,617	4/8-4/10, 2016	Shrine Circus - ESTIMATE #	28,002	4/3/2017	Manufacturer's Sneak Peak	3,395
4/1/2015	Manufacturer's Sneak Peak	580	4/23/2016	NDSU Spring Football	5,254	4/9/2017	Casting Crowns	3,519
4/9/2015	Scotty McCreery Concert	2,809	5/5-5/8, 2016	Garth Brooks (4 concerts)	73,480	4/14/2017	Lee Brice - Justin Moore	3,960
4/25/2015	NDSU Football Spring Game	4,270	5/14/2016	NDSU Spring Commencement	8,500	4/19/2017	FSA Foodshow	1,116
5/1-5/3, 2015	Dakota Spa Sale	102	5/19-5/21, 2016	Fargo Marathon	32,000	4/22/2017	NDSU Spring Football	2,865
5/9/2015	Fargo Marathon	32,000	5/25/2016	FSA Food Show & Customer Appr	1,158	4/23/2017	WWE	3,436
5/16/2015	NDSU Spring Commencement	8,500	5/29/2016	Fargo HS Graduation	8,000	5/13/2017	NDSU Spring Commencement	8,500
5/20/2015	FSA Food Show	1,085	6/3/2016	James Taylor	6,773	5/18-5/20, 2017	Fargo Marathon	32,000
5/22-5/24, 2015	NACURH Conference	7,500	6/8-6/11, 2016	Ribfest	53,712	5/31/2017	Rent	1,892
5/31/2015	Fargo High School Graduation	8,000	6/18/2016	Justin Bieber	12,324	6/4/2017	Fargo High School Graduation	8,000
6/3-6/6, 2015	Ribfest	50,151	7/10/2016	Shrine Football	1,915	6/4-6/10, 2017	Happy Harry's Ribfest ("comp" inc	49,131
7/18-7/25, 2015	USA Wrestling	6,772	7/16-7/23, 2016	USA Wrestling	7,720	7/15-7/22, 2017	USA Wrestling	8,247
8/16/2015	WWE	3,474	8/27/2016	NDSU Football vs. Charleston Sou	18,881	8/4/2017	Bruno Mars	18,283
8/28-8/29, 2015	Living Proof Live	10,000	9/10/2016	NDSU Football vs. Eastern Washi	18,906	8/24/2017	Tim McGraw & Faith Hill	15,258
9/12/2015	NDSU FB vs. Weber State	18,801	9/24/2016	Blake Shelton	14,293	9/2/2017	NDSU FB vs. Miss Vall State	18,502
9/13/2015	Lisbon Youth Football	2,060	9/27-9/28, 2016	NDSU Engineering & TechExpo	3,288	9/17/2017	Lisbon Youth FB	1,943
9/19/2015	NDSU FB vs. UND	19,044	10/1/2016	NDSU FB vs. Illinois State	18,907	9/23/2017	NDSU FB vs. Robert Morris	18,308
9/21/2015	Shania Twain	11,799	10/9/2016	Lisbon Youth Football	1,988	0926-09/28, 2017	NDSU Engineering & Tech Expo	3,100
9/22-9/24, 2015	NDSU Engineering & Tech Expo	2,794	10/15/2016	NDSU FB vs. SDSU	18,828	9/30/2017	NDSU FB vs. Missouri State	18,892
10/2-10/4, 2015	Fargo RV Show	2,121	10/20/2016	Heart O Lakes Football	2,759	10/12-10/14, 2017	The Big One	8,872
10/10/2015	NDSU FB vs. Northern Iowa	18,954	10/22-10/23, 2016	FM Athletics Football	7,185	10/15/2017	FM Youth FB Day 1	4,006

Prior Three Years' Financial Statements

	2017	2016	2015
OPERATING REVENUES:	ACTUAL	ACTUAL	ACTUAL
Building Rent	654,752	621,213	661,322
Meeting Room Rent	67,620	120,660	122,550
Promotion Revenue			
Utilities Revenue	54,955	59,162	62,942
Concessions Revenue	859,469	1,257,758	1,019,216
Novelties Commission	129,186	232,174	150,849
Parking Revenue	583,957	558,335	594,137
Ticket Office Revenue (1)	315,634	317,884	301,388
Fgodome Equip Rent	62,384	59,644	64,765
Reimbursed Labor Rev	959,830	991,631	849,996
User Fee Revenue	171,639	180,148	149,770
Decorating Revenue	11,065	10,348	9,931
Catering Revenue	35,131	53,669	34,264
Suite Food&Bev&Comm	24,175	39,588	35,421
Reimb Advert Rev/Events (4)	181,237	179,398	187,401
Festival Revenue (2)	270,945	305,571	248,487
Advert Rev-Non Event	952,020	416,000	452,000
Suite Sales Revenue	392,775	383,970	379,615
Other Reimb Event Exp (3)	63,515	89,622	97,469
Miscellaneous Revenue	67,591	81,604	49,291
Total Operating Rev	5,857,880	5,958,379	5,470,814
OPERATING EXPENSES:			
Labor-includes benefits:			
Full-time Staff	1,622,898	1,487,356	1,303,274
Non-Reimbursed PT Staff			
Non-Event Related	105,773	123,217	126,078
Event Related	441,845	533,009	508,694
Reimbursed Event Staff	765,872	781,409	682,856
Other Employee Expense	43,261	72,491	67,980
Subtotal	2,979,650	2,997,483	2,688,882
General & Administrative:			
Postage	4,778	6,194	6,582
Office Supplies	9,460	13,735	10,813
Publishing & Printing	886	1,630	1,990
Dues & Subscriptions	14,183	10,691	12,609
Professional Services	37,926	88,651	43,899
Telephone	32,689	33,220	32,332
Travel and Training	15,834	17,882	18,010
Insurance	241,299	236,739	228,429
Office Equipment Repair	14	7,838	2,604
Event Related Expense (3)	106,657	129,627	107,022
Event Promotion			
Festival Expense (2)	312,867	336,466	293,419
Ticket Office Expense (1)	8,923	18,430	36,964
Advert Exp-Non Event	49,620	47,400	29,655
Advert Exp-Event Related (4)	173,662	175,239	181,650
Concession Contracts Exp	79,748	85,174	80,919
Uniform Expense	0	1,862	0
Operational Expenses	1,156,580	1,205,061	1,052,630
Management Fee:	12,000	12,000	132,000
Other Expenses	1,203	4,219	5,730
Subtotal	2,258,328	2,432,057	2,277,257
Total Operating Exp	5,237,978	5,429,540	4,966,139
Rev In Excess of Exp	619,902	528,839	504,675
Management Incentive			
1/1/11 contract 30% up to \$150,000			45,000
1/1/11 contract 40% > \$150,000			141,443
"Net" Net Income	619,902	528,839	318,232
Below the Line transactions			
Gross Rev after FD allocation	0	680,457	657,207
NDSU Allocation	0	(110,000)	(110,000)
Costs/Commissions	0	(53,909)	(47,346)
Transfer to City	0	(516,547)	(499,861)
Net Below the Line	0	0	(0)

Prior Three Years' Food & Beverage Sales

	2017 ACTUAL	2016 ACTUAL	2015 ACTUAL
Beer	756,836	1,444,679	536,603
Beverage	648,324	711,968	677,034
Food	484,982	532,084	475,372
Net Consigned Food	253,137	268,725	288,379
Candy	23,966	28,728	35,753
Other	6,366	20,026	19,458
TOTAL SALES	2,173,611	3,006,210	2,032,599

Insurance Loss History



Account Loss History By Year

Start Yr Reported: 1950

Acct No: 17334

End Yr Reported: 2018
Prospect/Client Name: The FargoDome Authority

Year Rptd Occur Date	Loss No Loss Peril Name	Index No – Record No Loss Loc	City	State/Prov Claim Status	Loss Id Claim Id	P/T* Deductible Pct Participation	Total Pymts P/T* FM Loss
2007 21-May-2007	03021 Mechanical Breakdown	061601.17-04 1800 University Drive North	Fargo	ND Closed	71955 167091	\$25,000 100%	\$13,768
Sub Total for Year: 2007						1 Losses	\$13,768
2013 19-Mar-2013	01596 Miscellaneous	061601.17-04 1800 University Drive North	Fargo	ND Closed	324172 421310	\$25,000 100%	\$16,214
2013 01-Nov-2013	06178 Vehicle	061601.17-04 1800 University Drive North	Fargo	ND FIO*	331611		
Sub Total for Year: 2013						2 Losses	\$16,214
2018 19-Mar-2018	02425 Fire	061601.17-04 1800 North University Drive	Fargo	ND FIO*	388245		
Sub Total for Year: 2018						1 Losses	
Grand Total: 4 Losses							<u>\$29,982</u>

*FIO - Loss reported for information only. A claim was never established.

*MO - Claim has been closed as a Mark Off due to one of the following: No Liability, No Coverage, Less than Ded, Claim Cancelled, 3rd Party Paid.

P/T* Deductible = Sum of actual PD and TE deductibles applied to loss.

Total Pymts P/T* FM Loss = Sum of actual PD and TE payment amounts made against the loss.

Note - Monetary data is in USD equivalent and based on the exchange rate at time of loss or the negotiated exchange rate.

Payment data will not display for any payments made against losses/claims prior to year 2000.

**Open Loss; \$ not yet available

This report is provided to you for informational purposes only to reduce the possibility of loss to insured property by bringing to your attention certain potential hazards or conditions. Life, safety, or health issues are not addressed. You must make the decision whether to take any action. FM Global undertakes no duty to you or any other party by providing this report or the activities on which it is based.

Report Data Source: CMS

1 of 1

Report Generated On: 19-Jun-2018

6/19/18 17:39:31 2013 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 1
 CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
 POLICY:9VAIA0009771239104-NEW HAMPSHIRE INSURANCE COMPANY -AIG AUTO ONLY POL PERIOD:11/01/13 11/01/14

0001 CITY OF FARGO; FARGO DOME AUTHORITY; GLO

AG0047113-001 CL NON-PATRON VEHICLE	10/23/14 M	INJ-TO:NON-PATRON PROPERTY	PAYMENTS:	626 HCOL	
NORTH DAKOTA		INJURY:PHYSICAL DAMAGE	EXPENSES:		
ID HIT OV IN PARKING LOT. BACK BUMPER, BUMPER CAP,		WHERE :PARKING AREA	RESERVES:		CLOSED
REAR BOX OF TRUCK AND TAIL LIGHTS DAMAGED ON OV.		HOW :DAMAGED WHILE PARKED	RECOVERY:	LOSS:	626
AG0047113-002 PD NON-PATRON VEHICLE	10/23/14 M	INJ-TO:NON-PATRON PROPERTY	PAYMENTS:	2193 HCSLEX	
NORTH DAKOTA		INJURY:PHYSICAL DAMAGE	EXPENSES:	35	
ID HIT OV IN PARKING LOT. BACK BUMPER, BUMPER CAP,		WHERE :PARKING AREA	RESERVES:		CLOSED
REAR BOX OF TRUCK AND TAIL LIGHTS DAMAGED ON OV.		HOW :DAMAGED WHILE PARKED	RECOVERY:	LOSS:	2,228

	WRITTEN PREM	EARNED PREM	PAID	EXPENSES	RESERVES	RECOVERIES	CLAIMS	LOSSES	EARNED L. R.
SUB-TOTALS	:		2,820	35			1	2,855	
POLICY TOTALS	:		2,820	35			1	2,855	

6/19/18 17:39:31 2013 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 2
 CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
 POLICY:9VAIP0000544731505-NEW HAMPSHIRE INSURANCE COMPANY -AIG PACKAGE POL PERIOD:11/01/13 11/01/14

0001 1800 NORTH UNIVERSITY DRIVE, FARGO, ND 58102

AG0043713-001 BI PATRON	7/12/14 F 63	INJ-TO:BACK,LUMBAR	PAYMENTS:	P-CGL	
NORTH DAKOTA		INJURY:UNSPECIFIED	EXPENSES:		
CLMT TRIPPED OVER A PURSE, FELL OVER A RAILING &		WHERE :BLEACHERS/STANDS	RESERVES:		CLOSED
LANDED ON HER BACK: TRANSPORTED TO HOSPITAL		HOW :TRIP/FALL	RECOVERY:	LOSS:	0

	WRITTEN PREM	EARNED PREM	PAID	EXPENSES	RESERVES	RECOVERIES	CLAIMS	LOSSES	EARNED L. R.
SUB-TOTALS	:						1		
POLICY TOTALS	:						1		

6/19/18 17:39:31 2013 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 3
 CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
 POLICY: -NATIONAL CASUALTY COMPANY - POL PERIOD:11/01/13 11/01/14

9VAIX0009771239204	AIG EXCESS	(ARENAS/FACILITIES)
11/01/13 to 11/01/14		
ACCOUNT TOTALS :	2,820 35	2 2,855

6/19/18 17:39:31 2014 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 4
 CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
 POLICY:6LKKO000004847200-NATIONAL CASUALTY COMPANY -NATIONAL CASUALTY COMPANY POL PERIOD:11/01/14 11/01/15

0001 CITY OF FARGO; FARGO DOME AUTHORITY; GLO

SD0030114-001 PD PATRON	4/13/15 F	INJ-TO:OTHER'S PROPERTY	PAYMENTS:	1902 P-CGL	
NORTH DAKOTA		INJURY:PHYSICAL DAMAGE	EXPENSES:		
DUE TO WIND, ONE OF INSUREDS BARRICADES BLEW INTO		WHERE :PARKING AREA	RESERVES:		CLOSED
CLAIMANTS VEHICLE CAUSING DAMAGE.		HOW :DAMAGED WHILE PARKED	RECOVERY:	LOSS:	1,902

	WRITTEN PREM	EARNED PREM	PAID	EXPENSES	RESERVES	RECOVERIES	CLAIMS	LOSSES	EARNED L. R.
SUB-TOTALS	:		1,902				1	1,902	
POLICY TOTALS	:		1,902				1	1,902	

6/19/18 17:39:31 2014 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 5
CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
POLICY:6LKKO0000004847300 -NATIONAL CASUALTY COMPANY POL PERIOD:11/01/14 11/01/15

6LKKO0000004847300 NATIONAL CASUALTY COMPANY (ARENAS/FACILITIES)
11/01/14 to 11/01/15
ACCOUNT TOTALS : 1,902 1 1,902

6/19/18 17:39:31 2015 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 6
CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
POLICY:6LKKO0000005874700-NATIONAL CASUALTY COMPANY POL PERIOD:11/01/15 11/01/16

0001 CITY OF FARGO; FARGO DOME AUTHORITY; GLO

SD0013615-001 BI CHILD	2/06/16 M	4	INJ-TO:HEAD	PAYMENTS:	P-CGL		
NORTH DAKOTA			INJURY:BRUISE/CONTUSION	EXPENSES:			
CHILD GRABBED THE UNSECURED GATE & IT FELL ON HIM,			WHERE :PREMISES	RESERVES:	22500	OPEN	
BUMP TO HEAD.			HOW :HIT BY OBJECT	RECOVERY:	LOSS:	22,500	
SD0190415-001 BI PATRON	10/01/16 F		INJ-TO:VARIOUS	PAYMENTS:	P-CGL		
NORTH DAKOTA			INJURY:MULTIPLE MINOR INJURIES	EXPENSES:			
FELL ON MISSING SIDE WALK. HIT FACE AND HURT LEFT			WHERE :WALKWAY	RESERVES:		CLOSED	
WRIST			HOW :TRIF/FALL	RECOVERY:	LOSS:	0	

	WRITTEN PREM	EARNED PREM	PAID	EXPENSES	RESERVES	RECOVERIES	CLAIMS	LOSSES	EARNED L. R.
SUB-TOTALS :					22,500		2	22,500	
POLICY TOTALS :					22,500		2	22,500	

6/19/18 17:39:31 2015 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 7
CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
POLICY:6LKKO0000005874800 -NATIONAL CASUALTY COMPANY POL PERIOD:11/01/15 11/01/16

6LKKO0000005874800 NATIONAL CASUALTY COMPANY (ARENAS/FACILITIES)
11/01/15 to 11/01/16
ACCOUNT TOTALS : 22,500 2 22,500

6/19/18 17:39:31 2016 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 8
CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
POLICY:2KOE00000002075700 -NATIONAL CASUALTY COMPANY (EXCESS) POL PERIOD:11/01/16 11/01/17

2KOE00000002075700 ONE-OFF FOR EXCESS NON-TA (ARENAS/FACILITIES)
11/01/16 to 11/01/17
6LKKO0000006607300 NATIONAL CASUALTY COMPANY PC (ARENAS/FACILITIES)
11/01/16 to 11/01/17
6LKKO0000006607500 NATIONAL CASUALTY COMPANY (ARENAS/FACILITIES)
11/01/16 to 11/01/17
ACCOUNT TOTALS : 0

6/19/18 17:39:31 2017 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 9
CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO:DAILEY
POLICY:6LKKO00000021273000-NATIONAL CASUALTY COMPANY POL PERIOD:11/01/17 12/31/18

0001 CITY OF FARGO AND FARGODOME AUTHORITY

SD0020217-001 BI PATRON	2/11/18 F		INJ-TO:ELBOW	PAYMENTS:	P-CGL		
NORTH DAKOTA			INJURY:STRAIN/SPRAIN	EXPENSES:			
WALKING DOWN TO FLOOR SEATING, SLIPPED AND FELL			WHERE :STAIRS/STEPS	RESERVES:	1000	OPEN	
ON WET STEPS, INJURED ELBOW AND SHOULDER			HOW :SLIP/FALL	RECOVERY:	LOSS:	1,000	

	WRITTEN PREM	EARNED PREM	PAID	EXPENSES	RESERVES	RECOVERIES	CLAIMS	LOSSES	EARNED L. R.
SUB-TOTALS :					1,000		1	1,000	
POLICY TOTALS :					1,000		1	1,000	

6/19/18 17:39:31 2017 POLICY YEAR EXECUTIVE SUMMARY FOR ACCOUNT: 64025 PCC012P1 Page 10
 CITY OF FARGO AND FARGODOME AUTHORITY (ARENAS/FACILITIES) DISTRIBUTION TO: DAILEY
 POLICY: -NATIONAL CASUALTY COMPANY - POL PERIOD: 11/01/17 12/31/18

2KOEX0000002126400	ONE-OFF FOR EXCESS NON-TA	(ARENAS/FACILITIES)		
11/01/17 to 12/31/18				
6LKKO0000021293800	NATIONAL CASUALTY COMPANY	PC (ARENAS/FACILITIES)		
11/01/17 to 12/31/18				
6LXKO0000021293900	NATIONAL CASUALTY COMPANY	(ARENAS/FACILITIES)		
11/01/17 to 12/31/18				
ACCOUNT TOTALS :	1,000	1	1,000	