

INVITATION TO BID

Office of Procurement
PO Box 1630
132 David Street
Forsyth, MO 65653

Bid Number 201102-119

The Taney County Purchasing Department will be accepting sealed bids for Workers Compensation Insurance and Agent of Record until the closing date and time of March 25th, 2011 at 3:00p.m. Bids will be opened at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653 at 9:00 a.m. on the 28th day of March 2011. Bids must be submitted on the form furnished by the County and in accordance with said specifications.

It is the intent and purpose of the County of Taney that this Invitation to Bid promotes competitive bidding.

INSTRUCTIONS FOR SUBMITTING BID IN RESPONSE TO INVITATION**WORKERS COMPENSATION INSURANCE & AGENT OF RECORD****Preparation of Bids:**

1. All prices and notations must be in ink or typewritten. No erasure permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
2. Bidders are expected to examine this form, attached drawings, specifications, if any, and all instructions. Failure to do so will be at the Bidder's risk.
3. It will be the duty of each officer to see that his/her proposal is delivered by the time designated in this invitation.
4. Proposals may be withdrawn on written requests received from the bidder prior to the time fixed for opening. Requests may be submitted by telefax, e-mail or telegram. Negligence on the part of the bidder in preparing his/her proposal confers no right to withdraw his/her proposal after it has been opened.
5. At the time fixed for opening of proposals, the content will be made public for the information of the bidder and others interested.

Bid Check List:

Bidders are cautioned to please check their bid very carefully, using the following

Check List:

1. Any additional information, specifications, drawings, etc. should be attached.
2. Bid should be signed and dated.

Mailing Instructions:

Each bid must be enclosed in a sealed envelope, marked and addressed as follows:

Bid #201102-119

Taney County Purchasing Office
Attention: Linda Gifford
WORKERS COMP BID
132 David Street
PO Box 1630
Forsyth, MO 65653

Bids will be accepted until the closing date and time of March 25th, 2011 at 3:00p.m. in the Taney County Purchasing Office. Bids may be hand delivered, mailed or sent by a courier service. Bids will be opened and read aloud on Monday, March 28th, 2011 at 9:00a.m. at the Taney County Courthouse in the Commission Hearing Room in Forsyth, MO 65653.

Non-Exclusivity:

The Contract is non-exclusive and shall not in any way preclude the County from entering into similar agreements and/or arrangements with other vendors or from acquiring, equal or like goods and/or services from other entities or sources.

Billing:

Taney County reserves the right to make payment for goods and/or services with a County credit card without incurring any additional fees from the vendor.

Additional Information:

Any additional information desired may be requested by mail to the address listed, or by telephone to 417-546-7281. Information requests may also be e-mailed to lindag@co.taney.mo.us. This e-mail address is for information requests only and shall not be used for submission of proposals or modifications to proposals. Such submissions will be rejected and deleted without notification to the sending party.

- 1) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our

office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.

Response Clarification:

We reserve the right to request additional written or oral information from bidders in order to obtain clarification of their responses.

The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)

If your company would be interested in presenting the Workers Compensation bid packet to the County Commission, please contact the Purchasing Department at 417-546-7281 to schedule a time. Presentations will begin on March 28th, 2011 at 1p.m. in the Commission Hearing Room.

Refusal of Bid:

The Taney County Commission reserves the right to reject any or all proposals in whole or in part, when such rejection is in the best interest of the County.

**Thank you for your consideration of this Invitation to Bid,
THE TANAY COUNTY COMMISSION**

Insurance Specifications

General Specifications:

1. The Commissioners of Taney County, Missouri, hereinafter referred to as "County" and the County Purchasing Agent will accept sealed bids for insurance coverage as indicated in the enclosed specifications.
2. All proposals must be submitted on the attached bid form. The bids must be broken down to show the premium for each of the desired coverage. Envelopes must be marked WORKERS COMP BID on the outside.
3. An insurance agency may submit only one bid. Each bid may include no more than two proposals (Option A and/or Option B).
4. Bidders are asked to solicit underwritten bids from no more than two insurance companies to prevent 'locking' other agencies out of the marketplace and to ensure the competitiveness of the bid process.
5. Bids must be received on or before March 25th, 2011 at 3p.m. at the office of Purchasing c/o Linda Gifford. Bids will be reviewed by the County Purchasing Agent and the County Commission.
6. In order for bids to receive consideration, the following specifications must be adhered to:
 - a. The Insurance Carrier, hereinafter called "Carrier" must be licensed to do business in the State of Missouri. County reserves the right to accept quotes from a self-funded trust duly authorized to do business under Missouri Statutes. Carriers must be rate by AM Best as an "A-" or better. Only exception to this is a self insured Association trust that specializes in municipalities.
 - b. The Insurance Carrier must be specifically named in the bid where indicated. Bids will be signed only by an authorized person representing the insurance agency for which the bid is submitted, and who is a licensed resident producer properly filed with the Missouri State Division of Insurance to represent the insurance agency for which the bid is being submitted.
 - c. The Agency submitting the bid must carry Errors and Omissions Insurance. A copy of the policy declaration page must be attached to the bid submission.

Insurance Specifications

7. The insurance agency is encouraged to provide a list of county/ municipal clients as references. Any additional services provided by the agency must be identified as fee based or not to the County.
8. Policies are to be written for a term of one (1) year, subject to annual adjustments. County may extend the agreement up to three (3) years. County reserves the right to re-bid prior to three years if deemed in the best interest of the County.
8. The inception date of the policies will be April 1, 2011.
9. The County reserves the right to accept or reject any or all bids and to waive any irregularities in the bidding process.
10. In order to assist with additional questions that may come up we have gone ahead and used one of the templates of a carrier to provide you some supplementary items that may be addressed.
11. Loss runs have been ordered from our current carrier and will be forwarded to bidders in the next few days if not already received.

For further information and permission to conduct an inspection of the premises, contact:

Taney County Purchasing Office,
P.O. Box 1630
132 David Street
Forsyth, MO 65653
Phone: 417-546-7281
Fax: 417-546-7280

Workers Compensation

See attached workers compensation payroll info by class code. The experience modification factor 1.07 on the payroll report needs to be used so bids are considered equal per state of Missouri Workers Compensation Division rules.

RESPONSE FORM:

Company Name:

Address:

City/Zip:

Phone Number:

Fax Number:

Federal Tax ID:

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Representative (Sign by Hand)

Type or Print Signed Name:

Today's Date:

Date _____

**Taney County
Insurance Bid Summary Sheet**

Name of Agency _____

Address _____

All coverage's are to be effective 12:01 A.M., April 1st, 2011.

This is an outline of sections and bid information only and must be accompanied by additional pages to outline coverage's and explain any options, exclusions or exceptions to these bid specifications.

Workers Compensation:

- 1,000,000 Each Accident
- 1,000,000 Each Employee
- 1,000,000 Policy Limit

Option A: Carrier: _____ \$ _____

Option B: Carrier _____ \$ _____

The undersigned hereby certifies the above coverage's to be in compliance with the Taney County, Missouri, Insurance Specifications unless otherwise stated.

Agency _____

Signed _____

Attachments:

1. Errors and Omissions Policy Declarations Page
2. All information concerning coverage, exclusions, etc. that deviate from specification requirements and payrolls given.
3. List of county/municipal clients (references; optional).
4. All services that your agency (not carrier) will provide for additional services regarding management of the workers compensation as well as municipal references