

**COUNTY OF TANEY,  
MISSOURI**



**REQUEST FOR BID**

**For**

**WORKERS COMPENSATION INSURANCE**

**Taney County, Missouri**

**RFB# 201202-168 Workers Compensation Insurance**

**Release Date:**

February 25, 2012

**Submittal Deadline:**

March 22, 2012

Not later than 9:00 AM, Central Time

Taney County Purchasing  
132 David Street  
P.O. Box 1630  
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

**RFB# 201202-168 Workers Compensation Insurance  
Taney County, Missouri**

**INSTRUCTIONS AND GENERAL CONDITIONS**

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following request for proposal.
  
- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday March 22, 2012 to:

Taney County Purchasing Department  
Ron Erickson, Director of Purchasing  
132 David Street / PO Box 1630  
Forsyth, Missouri 65653
  
- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on March 22, 2012 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request 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.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Proposal.
- 10) 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.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

**RFB# 201202-168 Workers Compensation Insurance  
Taney County, Missouri**

**INTRODUCTION AND GENERAL INFORMATION**

**Introduction:**

- 1) This document constitutes a request for sealed bids for **Workers Compensation Insurance** as set forth herein.
  
- 2) Organization – This document, referred to as a Request for Bid (RFB), is divided into the following parts:
  - Instructions and General Conditions
  - Instructions and General Information
  - Specifications
  - Cost / Bid

**Guidelines for Written Questions:**

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on March 15, 2012**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at [www.taneycounty.org](http://www.taneycounty.org) (select Current Bid Notices).
  
- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.
  
- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.
  
- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.

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Taney County, Missouri**

**SPECIFICATIONS**

In order for bids to receive consideration, the following specifications must be adhered to:

1. The Insurance Carrier, hereinafter called "Carrier" must be licensed to do business in the State of Missouri.
2. Taney County reserves the right to accept quotes from a self-funded trust duly authorized to do business under Missouri Statutes.
3. Carriers must be rated by AM Best as an " A- " or better. Only exception to this is a self insured association trust that specializes in municipalities.
4. The Insurance Carrier must be specifically named in the bid where indicated.
5. 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.
6. The Agency submitting the bid must carry Errors and Omissions Insurance.
7. A copy of the policy declaration page must be attached to the bid submission.
8. The insurance agency is encouraged to provide a list of county/ municipal clients as references.
9. Any additional services provided by the agency must be identified as fee based or not to the County.
10. Policies are to be written for a term of one (1) year, subject to worker's comp audit.
11. County may extend the agreement up to three (3) years.
12. County reserves the right to re-bid prior to three years if deemed in the best interest of the County.
13. The inception date of the policies will be **April 1, 2012**.
14. Loss runs are available upon request from prospective Bidders on a case by case basis due to confidentiality. Please request that information to: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us) via a secure email and our 18 page - 3 year history document will be forwarded. The experience modification factor is attached as **exhibit #1**. Our most recent Premium / Payroll Worksheet is attached as **exhibit #2**
15. The county understands that pools or trusts may have a common anniversary date that may be different than the 04-01-2012 currently for Taney County. We however want you to indicate the annual indication on the bid spec and then spell out in the comments what the prorated amount will be.
16. For further information and permission to conduct an inspection of the premises, contact:  
The Taney County Purchasing Office, Ron Erickson – Director...

**THIS BID REQUIRES THE FOLLOWING LIMITS OF LIABILITY:**

**EMPLOYEE COMPENSATION:**

*Per Missouri Law*

**EMPLOYERS LIABILITY:**

<i>Bodily Injury Each Accident:</i>	<i>1,000,000.00</i>
<i>Bodily Disease Each Employee:</i>	<i>1,000,000.00</i>
<i>Experience Modification</i>	<b><i>0.84</i></b>

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Taney County, Missouri**

**COST / BID**

**RFB# 201202-168 Workers Compensation Insurance**

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.

<b>*TOTAL COST TO THE COUNTY:</b>	
Business Name:	
Address:	
Telephone Numbers:	
Date (Today):	
<b>*Email Address:</b>	
Fax:	
<b>*Authorized Signature:</b>	
Printed Name / Title:	

\* TOTAL COST is the amount we will apply on a P.O. It must include: Shipping, packing, handling, whatever other miscellaneous fees there may be. If there are any questions concerning this requirement call our Purchasing Director for clarification. An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address, not website, in order to receive results. We do not use USPS for direct results notification *only* email. In addition final results will later be posted on our website at taneycounty.org.

**"NO BID RESPONSE FORM"**

**NOTE:** Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

*Thank you...*

**RFB# 201202-168 Workers Compensation Insurance**

Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	

See following pages for Terms & Conditions and other helpful information which will apply appropriately as needed specifically to items or services required within this Bid / Proposal.

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Taney County, Missouri**



**STANDARD TERMS AND CONDITIONS**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in the Request for Bid and/or Proposal.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.

## MISCELLANEOUS BIDDING PROCESS INFORMATION

The Purchasing Department is responsible for the bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the bid tabulation they must include a direct email address, not website, in order to receive results quickly. We will no longer use USPS for results notification. Obviously sealed Bids cannot be emailed so they must either be delivered by hand or USPS.

A formal invitation for bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

### Bid Response Tips:

1. Read ALL bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid a minimum of 7 days prior to the bid opening. (Email works faster than calling and is more efficient.)
3. Use ink to fill in all blanks clearly.
4. Remember to make the required number of copies. (When asked for.)
5. Turn your bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late bids. In the event of only one bid response the County may reject the entire bid and re-let it hoping for more participation.
6. Attend pre-bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should or may*.
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, a current level of **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid Proposal sheet as this is mandatory.

*Please Note...*

*There are several steps, requirements, and legalities which must be followed when engaging in an effort to respond to any certain Bid or Proposal Request. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.*

*Thank you for your interest in Taney County Missouri.*

*Sincerely,*



A handwritten signature in blue ink that reads "Ron Erickson".

**RON ERICKSON**  
Director of Purchasing  
Taney County Missouri  
[rone.co.taney.mo.us](mailto:rone.co.taney.mo.us)  
[www.taneycounty.org](http://www.taneycounty.org)  
417-294-7863 (Cell)

## WORKERS COMPENSATION EXPERIENCE RATING



Risk Name: TANEY COUNTY

Risk ID: 240920034

Rating Effective Date: 04/01/2012

Production Date: 11/18/2011

State: MISSOURI

State	Wt	SRP	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
MO	.26	0	367,303	426,023	58,720	100,628	65,000	149,787	49,159
(A) Wt	(B)	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses	
.26		367,303	426,023	58,720	100,628	65,000	149,787	49,159	

	Primary Losses	Stabilizing Value	Ratable Excess	Totals	
Actual	(I) 49,159	$C * (1 - A) + G$ 336,804	(A) * (F) 26,163	(J) 412,126	
Expected	(E) 58,720	$C * (1 - A) + G$ 336,804	(A) * (C) 95,499	(K) 491,023	
	ARAP	FLARAP	SARAP	MAARAP	Exp Mod
Factors	1.00				(J) / (K) .84

RATING REFLECTS A DECREASE OF 70% MEDICAL ONLY PRIMARY AND EXCESS LOSS DOLLARS WHERE ERA IS APPLIED.

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## WORKERS COMPENSATION EXPERIENCE RATING



Risk Name: TANEY COUNTY

Risk ID: 240920034

Rating Effective Date: 04/01/2012

Production Date: 11/18/2011

State: MISSOURI

**24-MISSOURI** Firm ID: Firm Name: TANEY COUNTY

Carrier: 35114 Policy No. 72908560020080201 Eff Date: 02/01/2008 Exp Date: 03/31/2008

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
5506	2.75	.11	379,697	10,442	1,149	A198751	5	F	8,117	5,000
7423	2.57	.14	25,300	650	91	A198020	6	F	2,661	2,661
7590	2.68	.17	17,444	467	79					
7720	1.72	.14	277,884	4,780	669					
8810	.12	.20	335,144	402	80					
8820	.14	.17	99,461	139	24					
8831	1.08	.22	10,404	112	25					
8832	.21	.20	2,947	6	1					
9015	1.97	.21	26,397	520	109					
9410	2.62	.21	79,239	2,076	436					
<b>Policy Total:</b>			<b>1,253,917</b>	<b>Subject Premium:</b>	<b>39,757</b>	<b>Total Act Inc Losses:</b>			<b>10,778</b>	

**24-MISSOURI** Firm ID: Firm Name: TANEY COUNTY

Carrier: 35114 Policy No. WC72908560008 Eff Date: 04/01/2008 Exp Date: 03/31/2009

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
5506	2.75	.11	2,632,813	72,402	7,964	A301595	5	F	164	164
5535	2.68	.14	12,071	324	45	A620988	5	F	1,277	1,277
7423	2.57	.14	176,328	4,532	634	A591235	5	F	1,879	1,879
7590	2.68	.17	143,160	3,837	652	A247177	5	F	3,117	3,117
7720	1.72	.14	2,182,561	37,540	5,256	A374665	6	F	1,598	1,598
8810	.12	.20	2,640,492	3,169	634	A366180	6	F	3,311	3,311
8820	.14	.17	340,491	477	81	A343974	9	F	658	658
8831	1.08	.22	77,818	840	185	A324779	9	F	4,774	4,774
8832	.21	.20	18,180	38	8	A593468	9	F	14,188	5,000
9015	1.97	.21	223,770	4,408	926	A490064	9	F	52,899	5,000
9410	2.62	.21	511,454	13,400	2,814					
<b>Policy Total:</b>			<b>8,959,138</b>	<b>Subject Premium:</b>	<b>284,876</b>	<b>Total Act Inc Losses:</b>			<b>83,865</b>	

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## WORKERS COMPENSATION EXPERIENCE RATING



Risk Name: TANEY COUNTY

Risk ID: 240920034

Rating Effective Date: 04/01/2012

Production Date: 11/18/2011

State: MISSOURI

**24-MISSOURI**

Firm ID: Firm Name: TANEY COUNTY

Carrier: 35114 Policy No. WC72908560009 Eff Date: 04/01/2009 Exp Date: 03/31/2010

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses	
5506	2.75	.11	2,446,985	67,292	7,402	A979452	5	F	1,347	1,347	
7403	2.57	.14	176,312	4,531	634	B125569	5	F	1,895	1,895	
7590	2.68	.17	126,786	3,398	578	A967069	5	F	2,002	2,002	
7720	1.72	.14	2,246,575	38,641	5,410	A915744	6	F	1,244	1,244	
8810	.12	.20	2,596,148	3,115	623	A932993	6	F	1,520	1,520	
8820	.14	.17	690,201	966	164	B081407	6	F	1,944	1,944	
8831	1.08	.22	32,084	347	76	B068723	6	F	7,428	5,000	
8832	.21	.20	18,080	38	8	B153402	9	F	42,030	5,000	
9015	1.97	.21	205,329	4,045	849						
9410	2.62	.21	611,679	16,026	3,365						
<b>Policy Total:</b>			<b>9,150,179</b>	<b>Subject Premium:</b>				<b>277,919</b>		<b>Total Act Inc Losses:</b>	<b>59,410</b>

**24-MISSOURI**

Firm ID: Firm Name: TANEY COUNTY

Carrier: 35114 Policy No. WC72908560010 Eff Date: 04/01/2010 Exp Date: 03/31/2011

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses	
5506	2.75	.11	2,105,157	57,892	6,368	B524890	6	F	881	881	
5535	2.68	.14	0	0	0	B429374	6	F	994	994	
7403	2.57	.14	150,703	3,873	542	B213930	6	F	1,888	1,888	
7590	2.68	.17	131,171	3,515	598	B534853	6	F	2,453	2,453	
7720	1.72	.14	2,221,514	38,210	5,349	B603053	9	O	7,666	5,000	
8810	.12	.20	2,818,351	3,382	676						
8820	.14	.17	420,307	588	100						
8831	1.08	.22	0	0	0						
8832	.21	.20	18,080	38	8						
9015	1.97	.21	211,847	4,173	876						
9410	2.62	.21	587,499	15,392	3,232						
<b>Policy Total:</b>			<b>8,664,629</b>	<b>Subject Premium:</b>				<b>253,673</b>		<b>Total Act Inc Losses:</b>	<b>13,882</b>

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# Missouri Rural Services Worker's Compensation Insurance Trust

1913 Southridge Drive, P.O. Box 104268 Jefferson City, MO 65110-4268 Telephone (573) 635-9300  
 Fax (573) 635-7645

## Premium Worksheet (Audited) 2010-2011

Entity ID	1004	Dawn Bilyeau	Agency	Connell Insurance, Inc.
Taney County				(417) 334-2000
PO Box 1407		Policy Number	7290856	(417) 334-4906
Forsyth	MO 85653-	Risk ID	240920034	Effective Date 4/1/2010
County	Taney	Area	08	Expiration Date 4/1/2011
FEIN	44-7000607	Status	Y	Quote Date 6/28/2010
		Type	CY	Last Updated 6/28/2011

Code	Description	Rate	FT	PT	Vol	All	Payroll	Premium
5506	Street or Road Construction: Subsurface	6.70	69	1	0	70	2,105,157	141,046
7403	Aircraft Operation: All Other Employees	3.14	4	1	0	5	150,703	4,732
7590	Garbage Works	6.31	4	1	0	5	131,171	8,277
7720	Police Officers	3.98	104	1	3	108	2,221,514	88,416
8810	Clerical Office Employees NOC-Public Lib	0.36	121	22	27	170	2,818,351	10,146
8820	Attorney-All Emps Clerical, Messengers,	0.47	7	0	0	7	420,307	1,975
8832	Physician & Clerical	0.45	1	1	0	2	18,080	81
9015	Buildings-Operation by Owner or Lessee	4.39	9	0	0	9	211,847	9,300
9410	Municipal, Township, County or State Em	4.23	18	4	0	22	587,499	24,851
	<b>Totals:</b>		<b>337</b>	<b>31</b>	<b>30</b>	<b>398</b>	<b>8,664,629</b>	<b>288,824</b>

							<b>Manual Premium</b>	288,824
	<b>Experience Modification</b>	0.97					<b>Modified Premium</b>	280,159
	<b>Deviation Factor</b>	-0.25					<b>Deviation Amount</b>	-70,040
							<b>Deviated Premium</b>	210,119
	<b>2nd Injury Fund Surcharge Rate</b>	0.0300					<b>2nd Injury Fund Surcharge</b>	6,304
	<b>Premium Tax Rate</b>	0.0100					<b>Premium Tax</b>	2,101
							<b>Expense Constant</b>	200
							<b>Total Premium</b>	218,724
	<b>Pro Rate Factor</b>	1.0000					<b>Pro Rate Premium</b>	218,724

Printed: Tuesday, June 28, 2011

1004 Taney County



**Taney County, Missouri**  
**RFB#201202-168 Workers Compensation Insurance**

**ADDENDUM #1 - Issued February 28, 2012**

This addendum is issued in accordance with the Introduction and General Information in the Request for Bid and is hereby incorporated into and made a part of the Request for Bid Documents. Offerors are reminded that receipt of this addendum **should** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted Request for Bid and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received requests for clarification regarding the available Premium / Payroll Worksheet from the timeframe of 2010-2011 attached to the Full Bid as exhibit #2. Despite the reference that this is the most recent information available we have received the below question from a few. Keeping in full compliance with the instructions stated within the Full Bid I hereby submit this addendum which I hope will help.

**QUESTION:** *"I would like to confirm that for the RFB, the audited 2010-2011 payrolls should be used."*

**ANSWER:** YES. Use the audited payrolls presented for the 2012/2013 period on the basis that the Taney County has reduced staff and the 2010/2011 is a good estimate.

Thank you.

By,

**Ron Erickson, Director of Purchasing**  
**132 David Street / P.O. Box 1630 Forsyth, Mo. 65653**  
**Phone: 417-546-7281 Fax: 417-546-3931**  
**E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)**

OFFEROR has examined copy of Addendum #1 to Request for Proposal **RFB#201202-168 Workers Compensation Insurance**, receipt of which is hereby acknowledged:

Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_