

INVITATION TO BID

INSURANCE

PROPERTY / FLEET LIABILITY WORKERS COMPENSATION

The Lewis County Board of Education (herein from this point referred to as the Board) requests bids for the insurance coverage listed in this invitation to bid. Documents showing current amounts of coverage for the Board are attached. The Board wants to maintain these levels of coverage and accompanying deductibles. Bids will be evaluated on a point scale to determine the best choice for the Board as follows (see scoring rubric):

	POINTS
1. Bid amount (Final Total Premium)	40
2. Past experience and service provided by the company	15
3. References from other school districts	15
4. Working relationship with school districts	15
5. Loss prevention training services to the district	<u>15</u>
POINT TOTAL	100

The Board reserves the right to reject any and all bids and to waive any informality in a bid if that action is in the best financial interests of the Board.

- Bids will be received until 10:00 A.M. June 6, 2018.
- Bids received after that time and date will not be opened and read for consideration for this invitation. Bids must be clearly marked: "Insurance Bid 2018".
- Bids should be mailed to: Lewis County Board of Education, Attn: Insurance Bid PO Box 159 Vanceburg KY –OR- hand delivered to 65 Central Elementary Vanceburg, KY 41179
- Bids must be submitted in ink or typed.
- Any agent of the company placing the bid must be legally authorized to submit the bid for that insurance company.
- Any corrections on the bid form must be acknowledged by the officer or agent of the company legally authorized to bid insurance to the Board.
- All bids are to be valid for a period not less than 60 calendar days from the bid opening.
- Bids will be opened at Board of Education Office located at 65 Central Elementary on June 6 by Finance Officer Joe Kennedy at 10:15am.
- For more information call: 606-796-2811

The period of the contract will be from July 1, 2018, through June 30, 2019, with an option to renew for four (4) additional one-year terms should the renewal be agreeable to both parties based upon 45 days written notice.

GENERAL SPECIFICATIONS/INFORMATION

- A. Each bidder shall list the name of the insuring company(s) that they legally represent in this bid.
- B. The insuring company(s) must be licensed to do business in Kentucky.
- C. A sample(s), ISO approved policy(s) based on the insurance bid should accompany the bid.
- D. The named insured is to be: Lewis County (KY) Board of Education (and that designation is inclusive of its officers and Board members individually and collectively.)
- E. It is the responsibility of each bidder to comply with and meet the requirements of all applicable statutory and regulatory provisions including but not limited to KRS, KAR, and KDE insurance regs.
- F. The quoted rate is to be an annual rate.
- G. Submission of the insuring company's AM Best rating is required. No bid based on an insuring company having less than an "A" rating will be accepted.
- H. The bid is to state the location of the claims office and the contact information for that location(s).
- I. Yearly loss runs listing the losses under the policy(s) must be submitted as requested.
- J. Any and all applicable federal, state and local taxes must be included in the premium bid.
- K. The board leases its property to civic and governmental entities for educational and public purposes. Proof of insurance is required by civic or governmental agency.
- L. On claims made policies the insurance company shall provide a retro date of 07/01/1992.

MINIMUM LIMITS OF COVERAGE

Quoted coverage must meet current coverage amounts with same deductibles and coverage limits for every current existing coverage. Current insurance policies are available for inspection or if requested available via email. Additional information is available during normal business hours, Monday through Friday from 8:00 AM to 4:00 PM EDT.

BID TABULATION (ALL COVERAGE LISTED ABOVE)

Please answer the questions below and complete your bid(s) as applicable:

Agent Name: _____

Insurance Company Name: _____

Number of Kentucky districts having policies with company in 2017-2018_____

Loss Prevention Service offered to District ___Yes ___No, if yes cost of service_____

Please attach any other information that may help the board as it relates to the scoring guide on page 1 or scoring rubric on last page.

Property / Fleet Insurance Liability I bid the following amount \$_____

Workers Compensation I bid the following amount \$_____

AGENCY SIGNATURE: _____ **DATE:** _____

NAME TYPED/PRINTED: _____

TITLE: _____ **PHONE:** () _____

ADDRESS: _____

BID SCORING RUBRIC

1. Bid amount (Final Total Premium)	40pts
Lowest Bid	40 pts
Second lowest	30 pts
Third lowest	20 pts
Bids 15% higher than lowest bid will be given score of zero regardless of ranking.	
2. Past experience and service provided by the company	15pts
Best experience as rated by LC district	15pts
Second best rating	10 pts
Third best rating	5 pts
3. References from other school districts	15pts
Best reference	15pts
Second best reference	10pts
Third best	5pts
4. Working relationship with school districts	15pts
Greatest number of districts in Kentucky	15 points
Second greatest number of districts in KY	10 points
Third greatest number of districts in KY	5 points
Bids with less than 5 districts in KY will be given score of zero regardless of ranking	
5. Loss prevention training services to the district	15pts
Best loss prevention plan as rated by LC district	15pts
Second best loss prevention plan	10pts
Third best loss prevention plan	5 pts
POINT TOTAL	100