BID REQUEST FOR ATHLETIC INSURANCE

Program Summary

<table>
<thead>
<tr>
<th>Title:</th>
<th>ATHLETIC INSURANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>State:</td>
<td>Missouri</td>
</tr>
<tr>
<td>Agency:</td>
<td>Three Rivers College (also referred to in this document as Three Rivers or The College)</td>
</tr>
<tr>
<td>Posted Date:</td>
<td>11/23/15</td>
</tr>
<tr>
<td>Due Date:</td>
<td>12/7/15 @ 2 PM</td>
</tr>
</tbody>
</table>

Description

LEGAL NOTICE
REQUEST FOR BID
SEALED BID ATHLETIC INSURANCE
THREE RIVERS COLLEGE

Three Rivers College is seeking bids for athletic insurance. The vendor must guarantee the quoted prices for a period of one year.

BID INSTRUCTIONS

One original and one signed copy of the bid must be received in a sealed envelope plainly marked "Sealed Bid Athletic Insurance" with the date and time of the bid opening in the lower left corner of the envelope. A representative of the company/person submitting the bid must sign bids, in ink. Bids should be submitted to the Three Rivers College, Director of Procurement and Risk Management, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901 prior to the bid opening.

Bid opening will be in the Westover Administration Building, Room 114, at 2:00 pm on 12/7/15. Three Rivers reserves the right to reject any and all bids that it feels is not in its best interest.

Bid results may be obtained by emailing a request for the Notification of Bid Award form to Cammy Halcumb, Director of Procurement and Risk Management, chalcumb@trcc.edu. Please include the bid name and the date of the bid opening when requesting the form. The time it takes for final bid results to be made public depends on the project cost and complexity.

BID INQUIRIES

Inquiries about this request should be made to:
Director of Procurement and Risk Management
Three Rivers College
2080 Three Rivers Blvd
Poplar Bluff, MO 63901
Phone: (573)840-9658
Fax: (573)840-9151
Email: chalcumb@trcc.edu
TERMS AND CONDITIONS

Three Rivers reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.

The college will normally award contracts to the vendor submitting the lowest bid that meets all requirements of the bid specifications. In the event of like quotations, purchases shall be made from the vendor the college determines is likely to provide the best service to the college. Other factors being equal, preference will be given to vendors whose primary place of business is within the college’s taxing district.

All bids will be considered final. No additions, deletions, corrections or adjustments will be accepted after the time of bid opening.

All delivery costs or charges shall be included in the F.O.B. destination bid price.

City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to Three Rivers and must be excluded.

The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.

The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The office of the Chief Financial Officer shall not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the office of the Chief Financial Officer governs in the event of a discrepancy between the information on the electronic version and that which is on the hard copy.

Vendors are required to clearly identify any deviations from the specifications in this document.

An authorized officer of the company submitting the bid must sign all bids.

Vendors must submit two (2) copies of their bid; one is to be an original and so marked.

All prices and notations must be in ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in ink by person signing the bid.

Three Rivers will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the College.

Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as No Bid and a Void and will not be opened.

The successful bidder is specifically denied the right of using in any form or medium the names of Three Rivers for public advertising unless express written permission is granted.

All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

The successful bidder will hold harmless the College from any claim or liability asserted against it by reason of the negligence of the successful bidder, its agents, servants and employees in the operation, maintenance and otherwise handling of the equipment and/or machines involved in this agreement.

Bidding and purchasing procedures are in accordance with the Missouri Statute 105.458.2, RSMo.

The Contract expresses the complete agreement of the parties. Any changes, additions, or modifications in any manner are not authorized by any other individual other than the Chief Financial Officer.
BID SPECIFICATIONS/REQUIREMENTS

Three Rivers College is requesting bids for Athletic Insurance for:

- **Basic Sports Accident Policy**: This request is in regards to the Athlete’s primary insurance as Three Rivers does not require primary coverage, only highly recommend it-coverage specifications defined in Attachment 1

- **Intercollegiate Sports Catastrophic Policy**: coverage specification defined in Attachment 2

**Quote Criteria**

- Athletic coverage based on the following:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Number of Student Athletes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>29</td>
</tr>
<tr>
<td>Baseball</td>
<td>29</td>
</tr>
<tr>
<td>Softball</td>
<td>14</td>
</tr>
<tr>
<td>Cheer/Dance</td>
<td>14</td>
</tr>
</tbody>
</table>

- Medical payment summary:

**Three Rivers College CAT and ICS Claims Paid as of 9/30/15**

<table>
<thead>
<tr>
<th>Policy Eff. Date</th>
<th>Insured Name</th>
<th>Paid Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>Three Rivers College</td>
<td>$ 58,693.00</td>
</tr>
<tr>
<td>2012-13</td>
<td>Three Rivers College</td>
<td></td>
</tr>
<tr>
<td>2013-14</td>
<td>Three Rivers College</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td>Three Rivers College</td>
<td></td>
</tr>
<tr>
<td>Current through 9/30/15</td>
<td>Three Rivers College</td>
<td></td>
</tr>
</tbody>
</table>

**ICS Claims**

<table>
<thead>
<tr>
<th>Policy Eff. Date</th>
<th>Insured Name</th>
<th>Paid Medical</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>Three Rivers College</td>
<td>$ 109,298.00</td>
</tr>
<tr>
<td>2012-13</td>
<td>Three Rivers College</td>
<td>$ 49,984.00</td>
</tr>
<tr>
<td>2013-14</td>
<td>Three Rivers College</td>
<td>$ 25,342.00</td>
</tr>
<tr>
<td>2014-15</td>
<td>Three Rivers College</td>
<td>$ 107,315.00</td>
</tr>
<tr>
<td>Current through 9/30/15</td>
<td>Three Rivers College</td>
<td>$ 27,915.00</td>
</tr>
</tbody>
</table>

**BID EVALUATION**

Three Rivers reserves the right, in its sole discretion, to determine the bidder that best suits the needs of the College.
BID FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Examination of Records

The Contractor's records which shall include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the Chief Financial Officer of the college, or a duly authorized representative from the College, at the College's expense. The contractor shall preserve all such records for a period of three years, unless permission to destroy them is granted by the College, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations obtained during audits will be kept confidential.

The Contractor shall require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: __________________________________________________

Business Address: ________________________________________________

________________________________________________________________

Business Hours____________________________________________________

Phone:___________________________________________________________

Contact Person:___________________________________________________

Authorized Signature:______________________________________________

(Indicates acceptance of all bid terms and conditions)