



THREE RIVERS COLLEGE

Sealed Bid Request for Athletic Insurance

PROJECT SUMMARY:

Title: Athletic Insurance

State: Missouri

Agency: Three Rivers College

Alias: Three Rivers or the College

Posted Date: December 13, 2023

Due Date: January 8, 2024 @ 2:00 pm

BID SUMMARY:

Three Rivers College is seeking bids for Athletic Insurance for Three Rivers College.

The vendor must guarantee the quoted prices for a period of one year.

LEGAL NOTICE

BID ACCEPTANCE

The College reserves the right to accept or reject a bid in part or in its entirety. If a bid is to be accepted or rejected only in its entirety, notate the exclusion at the top right corner of the first page of the proposal. Any bid proposal not exclusively marked "entirety" will be accepted or rejected in part or entirety, at the College's discretion. Questions or concerns should be addressed to the College Purchasing Department prior to bid submission.

BID INSTRUCTIONS

A signed copy of the bid must be received in a sealed envelope plainly marked "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, Purchasing Department, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901 prior to the bid opening. The use of email is also an acceptable means to send and receive bids. When using this method please send bid/proposal to: purchasing@trcc.edu

BID OPENING

Bid opening will be on January 8, 2024 at 2:00 pm in the Westover Administration Building, Room 109G, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901. Three Rivers reserves the right to reject any and all bids that it feels are not in its best interest.

BID RESULTS

Bid results may be obtained by emailing the purchasing department at purchasing@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:

Purchasing Department

Three Rivers College

2080 Three Rivers Blvd

Poplar Bluff, MO 63901

Phone: 573-840-9698

Fax: 573-840-9186

Email: purchasing@trcc.edu

BID SPECIFICATIONS/REQUIREMENTS

Three Rivers College is requesting bids for Athletic Insurance for:

- Basic Sports Accident Policy – This request is regarding the Athlete’s primary insurance as Three Rivers does not require primary coverage-only highly recommends 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:

Sport	Number of Student Athletes
Basketball	32
Baseball	47
Softball	23
Cheer/Dance	18

- Medical payment summary:

**Three Rivers College CAT and ICS
Claims Paid as of 12/5/23**

<u>CAT Claims</u>		
Policy Eff. Date	Insured Name	Paid Medical
2019-20	Three Rivers College	\$46,939
2020-21	Three Rivers College	0
2021-22	Three Rivers College	\$2,898
2022-23	Three Rivers College	0
2023-24	Three Rivers College	0
<u>ICS Claims</u>		
Policy Eff. Date	Insured Name	Paid Medical
2019-20	Three Rivers College	\$143,666
2020-21	Three Rivers College	\$82,767
2021-22	Three Rivers College	\$65,932
2022-23	Three Rivers College	\$140,122
2023-24	Three Rivers College	\$13,577

BID EVALUATION

- All submitted bids are severable by parts and the College reserves the right to accept/reject bids in part or in entirety, less otherwise noted in the top right corner of the first page of the proposal.

- Three Rivers reserves the right, in its sole discretion, to determine the bidder that best suits the needs of the College.

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 most competitive 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 bid pricing will be valid for 60 days.
- 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 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.
- 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 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.
- The College commits itself to the policy that there shall be no unlawful discrimination against any person because of race, color, religion, sexual orientation, disability, age, gender, or national origin.
- If applicable, attention is called to the provision for equal employment opportunity and payment of not less than the minimum prevailing wage specific to construction jobs over \$75,000.00 and the area based on current prevailing wage determination. Certified payrolls will be required prior to release of any payment.

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)