

NOTICE TO BIDDERS

St. Louis County is soliciting sealed bids for work as defined below.

INVITATION FOR BID NO. 2008-01-01-SJ ST. LOUIS COUNTY INSURANCE CONSULTANT DEPARTMENT OF ADMINISTRATION (RISK MANAGEMENT)

Sealed bids will be received at the office of the St. Louis County Department of Highways and Traffic Construction Division Headquarters, 11295 Schaefer Dr., Maryland Heights, MO 63043, until **2:00 P.M.**, prevailing Central time, **MARCH 27, 2008** and immediately thereafter, they will be publicly opened and read aloud by the County Clerk's designee in the Conference Room.

Faxed or e-mailed bids **will not** be accepted.

BIDS MUST BE IN A SEALED ENVELOPE AND MUST BE ADDRESSED TO ARRIVE IN THE ST. LOUIS COUNTY DEPARTMENT OF HIGHWAYS AND TRAFFIC, CONSTRUCTION DIVISION HEADQUARTERS, 11295 SCHAEFER DR., MARYLAND HEIGHTS, MO 63043, PRIOR TO 2:00 P.M., PREVAILING CENTRAL TIME ON THE DATE OF THE BID CLOSING.

Bid Letting Procedures: As the time and date the Invitation for Bid Specifications are available, public notice is made in an approved legal newspaper, including notifications to minority owned companies. Mail notification is made to brokers and agents that routinely bid on County insurance needs. Brokers and agents are requested to advise the Risk Management Office by telephone of their desire to participate in the bid process. This is to avoid excess preparation of bid specifications.

If more than one broker or agent is present at the bid letting, the Purchasing Agent, or duly authorized representative, shall determine the order of distribution by the drawing of lots by broker or agent for the selection of primary market. At the time of initial bid letting only one broker from each agency is permitted to draw a lot. This is to prevent a large agency from filling the room with a number of brokers from the same agency. After the initial bid, additional brokers from any agency may participate in market selection, providing the market had not been picked. The agent or broker representing the company on an expiring policy may continue to quote that primary market. A broker may change his market after the bid letting and before the bid opening, provided the new market has not been secured by another broker or agent during the current bid letting. Duplication of primary markets is not permitted.

This invitation for bid is not on our website. **To obtain a copy of the invitation for bid and to choose an insurance carrier you may attend the bid letting on Tuesday, February 19, 2008 at 2:00 P.M.** prevailing Central time. The bid letting will be held at the Lawrence K. Roos, Administrative Building, 41 South Central Avenue, Clayton, Missouri 63105, 5th floor conference room.

If you plan to attend the bid letting, please notify the Risk Management Office at (314) 615-2532 by 3:30 PM., Friday, February 15, 2008, so that bid specifications can be prepared for you.

If you are not able to attend the bid letting you may obtain a copy by contacting the Risk Management Office at (314) 615-2532 after the original bid letting process has ended.

Agent Requirement: Coverage must be written through a Missouri licensed insurance broker or agent.

The Carrier must be Licensed to do business in the State of Missouri: Placed with insurance companies licensed in the State of Missouri, wherever possible, or alternatively an approved non-admitted insurance company.

If you would like to attend the bid distribution meeting and require special accommodations, please contact the Risk Management Office at (314) 615-2532 or TTY at (314) 615-7898.

St. Louis County, the Owner reserves the right to waive informalities in bids, and to reject any and all bids submitted.

DIRECTOR OF PROCUREMENT AND ADMINISTRATIVE SERVICES
ST. LOUIS COUNTY, MISSOURI