

2200 Havasupai Blvd.  
Lake Havasu City, AZ 86403  
Elaine Wood, Director of Business Services  
928-505-6936

## NOTICE OF REQUEST FOR PROPOSALS 09-10-04

(This is a summary document. To request a copy of the full request for proposals 09-10-04, please contact Mary Heronema, Lake Havasu Unified School District #1 Business Services at 928-505-6936 or e-mail [mheronema@havasus.k12.az.us](mailto:mheronema@havasus.k12.az.us).)

### Lines of Coverage being requested

Property/Casualty, Commercial Auto,  
Governing Board Legal Liability, Umbrella for the  
Lake Havasu Unified School District #1

### Instructions and General Conditions

The Governing Board (the Board) of Lake Havasu Unified School District #1 (LHUSD#1) will consider proposals for the following insurance lines: Property/Casualty, Commercial Auto, Umbrella, Legal Liability. Proposals are to be submitted on the described forms in a large sealed envelope clearly marked "Insurance Proposal, Attention Elaine Wood." They must be submitted to the Business Office at:

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

no later than June 10, 2009, at 2:00 p.m. local time. It is the responsibility of the offeror to insure timely delivery of the proposal. Any proposal received after the proposal closing time will be returned unopened. Unsigned proposals will be considered non-responsive and will be rejected.

Proposals will be opened and recorded publicly immediately after the proposal closing time. However, proposals will not be available for public inspection until a contract is awarded. You are invited to attend the proposal opening.

The initial period of the contract shall be one year beginning on the date of award. The District reserves the option to renew the contract for a total of four (4) additional years on an annual basis or a portion thereof. Annual renewals thereafter shall be based solely on the determination of the District as to the performance, costs and general quality of the services provided by the successful vendor or vendors selected. Prices shall be firm for the initial term of the contract.

Premium cost will be an important factor in awarding the coverage; however, the Board reserves the right to use other subjective criteria and may award the insurance or coverage to the agent, broker or company, which, in the opinion of the Board, will serve the best interests of the District even though that agent, broker or company may not have submitted the lowest bid. The Board also reserves the right to waive informalities or irregularities in any proposal and to reject any or all quotations.

Proposals will be opened at the day and time stated above and read aloud. Persons submitting proposals may attend, and will receive a list of agents and companies who have submitted bids. There will be no discussion of any proposal or bid at that time.

Appointments for building site inspections must be obtained from Mary Heronema at 928-505-6936/[mheronema@havasus.k12.az.us](mailto:mheronema@havasus.k12.az.us).

The insurer or re-insurer must carry a "Best's" rating of "A" or better to show sufficient strength in surplus ratios. The Board reserves the right to reject a carrier, which, in its opinion, does not meet a satisfactory standard of financial strength and stability.

Proposals must contain in writing all terms and conditions of the offer being made. Verbal representations made before or after proposals are submitted will not be considered unless they are made in answer to questions asked by the Board.

Coverage will be effective July 1, 2009.

Information furnished or disclosed hereunder becomes the property of the District. The underwriter will have an obligation to keep such information confidential.

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