

EMAIL THIS PAGE ONLY BACK IMMEDIATELY

TO: purchasing@sheldonisd.com

BID # 24-008

STUDENT ATHLETIC & CATASTROPHIC INSURANCE

When downloading a bid/proposal, you are required to email this sheet to purchasing@sheldonisd.com. This allows us to add your firm to the vendor listing to receive addenda to this offering.

If you have any questions, please contact us at (281) 727-2054 or email at graciemartinez@sheldonisd.com.

Name: _____

Title: _____

Organization: _____

Address: _____

Address: _____

City, State, ZIP: _____

Work Phone: _____

Fax: _____

E-mail: _____

Other: _____



Sheldon Independent School District
11411 C. E. King Parkway
Houston, Texas 77044

Purchasing Department

NOTICE OF COMPETITIVE SEALED PROPOSALS

BID # 24-008 STUDENT ATHLETIC & CATASTROPHIC INSURANCE

Due Date & Time:

May 31, 2024 at 2:00 p.m.

Contact Information:

11411 C. E. King Parkway

Houston, TX 77044

Email:

graciemartinez@sheldonisd.com

Tel: 281-727-2054

Fax: 281-727-2090

Request Issued By:

Mia Richardson,
Purchasing Agent

Contract Period:

Commencing on or about July 1, 2024
ending on June 30, 2025.

Date: May 6, 2024

Purpose of Bid/Proposal

Sheldon Independent School District desires to identify and select a vendor to provide Student Athletic & Catastrophic Insurance as needed.

The undersigned authorized representative of the proposing organization indicated below hereby acknowledges:

1. That he/she is authorized to enter into contractual relationships on behalf of the proposing organization indicated below, and
2. That he/she has carefully examined this Bid/Proposal Invitation, the accompanying Bid/Proposal Forms, and all Terms and Conditions associated with this Bid/Proposal Invitation, and
3. That he/she proposes to supply any products or services submitted under this Proposal Invitation at the prices quoted and in strict compliance with the all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
4. That if any part of this Bid/Proposal is accepted, he/she will furnish all products or services awarded under this Proposal at the prices quoted and in strict compliance with all Terms and Conditions associated with this Bid/Proposal Invitation, unless any exceptions are noted in writing with this Proposal response, and
5. That the individual, firm and/or any principal of the firm on whose behalf this proposal is submitted is not listed on the Federal Government's "List of Parties Excluded from Federal Procurement and Non-procurement Programs" published by the U. S. General Services Administration (GSA) effective and compliance with the FCC "Red Light Rule" as of the date of opening of this proposal, and agrees to notify the District of any debarment inquiries or proceedings by any federal, state or local governmental entity that exist or may arise between the date of this submission and such time as an award has been made under this procurement action.
6. That the proposing organization in compliance with all federal, state, and local environmental codes, laws, and statutes.

Name of Proposing Organization

Date

Address

Signature of Authorized Representative

City, State, Zip

Printed Name of Authorized Representative

Telephone Number of Authorized Representative

Position or Title of Authorized Representative

Fax Number of Authorized Representative

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008
GENERAL TERMS AND CONDITIONS

1. **BID/PROPOSAL SUBMISSION:** Bids/Proposals must be submitted utilizing this document only and must reach the Sheldon Independent School District Purchasing Office on or before the hour on the date specified. Late submittals will be returned unopened. Faxed or emailed proposals will not be accepted.
2. **INTERNET DOWNLOADS:** Vendors who have not obtained this solicitation document directly from SISD, or who may have downloaded the document from the SISD website, shall be responsible for immediately notifying SISD of their interest in order to receive all written addenda on a timely basis. Vendors who do not so notify SISD and submit proposals without receipt of all addenda issued may be deemed to have submitted proposals not responsive to this Request for Proposal solicitation.
3. **REJECTION/AWARD:** Sheldon ISD reserves the right to reject any and/or all submittals, to award contracts for individual items as may appear advantageous and to waive all formalities in bidding. Written notice of award mailed or otherwise furnished to the successful bidder results in a binding contract without further action by either party.
4. **DURATION OF SUBMISSION:** Offers must remain open for acceptance for a period of sixty (60) days subsequent to the opening of proposals. No bid may be withdrawn during the period of firm offering.
5. **RECYCLED PRODUCTS:** The District shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality.
6. **SUPPLEMENTAL INFORMATION:** All supplemental information required by the proposal documents must be included with the response. Failure to provide complete and accurate information may disqualify vendor from consideration.
7. **PROPOSAL ERRORS:** Proposals will represent a true and correct statement and shall contain no cause for claim of omission or error. Request for withdrawal of proposal is allowed based on proof of mechanical error; however vendor may be removed from approved vendor list.
8. **USE OF BRAND NAMES:** The use of brand and manufacturer's names is for the purpose of brevity in establishing type and quality of merchandise and is not restrictive. Manufacturer, trade and/or brand name must be indicated for each article and when omitted, district will consider bid to be as specified. Illustrations and complete description must be included with the bid if bidding other than specified.
9. **UNDUE INFLUENCE:** In order to ensure the integrity of the selection process, vendor's officers, employees, agents or other representatives shall not lobby or attempt to influence a vote or recommendation related to the vendor's response, directly or indirectly, through any contact with school board members or other district officials from the date this solicitation is released until the award of a contract by the Board of Trustees.
10. **PAYMENT TERMS:** Unless a prompt payment discount with a payment term of at least 10 days is offered and accepted by the District, payment terms shall be Net 30 days from date of acceptance or receipt of a properly prepared and submitted invoice, whichever is later.
11. **CONTRACTUAL RELATIONSHIP:** Nothing herein shall be construed as creating the relationship of employer or employee between the District and the Contractor or between the District and the Contractor's employees. The District shall not be subject to any obligations or liabilities of the Contractor or his employees, incurred in the performance of the contract unless otherwise herein authorized. Neither the Contractor nor his employees shall be entitled to any of the benefits established for District employees, nor be covered by the District's Workers' Compensation Program.
12. **INDEMNIFICATION:** Contractor shall indemnify, defend and hold harmless the District, its officers, agents and employees, from and against any and all loss, cost, damage, expense and claims, including attorney's fees and liability of any kind for any acts or omission of Contractor, its officers, agents or employees, in performance of contract, so long as the sole negligence of the District is not the cause of the loss, claim, damage expense or cost.
13. **GRATUITIES:** The District may, by written notice to the Contractor, cancel this contract without liability to the District if it is determined by the District that gratuities, in the form of entertainment, gifts, or otherwise, were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the SISD with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such a contract. In the event this contract is cancelled by the District pursuant to this provision, the District shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by the Contractor in providing such gratuities.
14. **ASSIGNMENT-DELEGATION:** No right or interest in this contract shall be assigned or delegation of any obligation made by the Contractor without the written permission of the District. Any attempted assignment or delegation by the Contractor shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.
15. **WAIVER:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved party.
16. **MODIFICATIONS:** This contract may only be modified by a written agreement signed by both of the parties or their duly authorized agents.
17. **INTERPRETATION OF EVIDENCE:** This contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their contract. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this contract, the definition contained in the Code is to control.

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

18. **APPLICABLE LAW:** This contract shall be governed by the policies of the Sheldon ISD Board of Trustees, laws of the State of Texas and the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of this contract. Sheldon ISD Board Policies can be accessed on the web at www.sheldonisd.org.
19. **ADVERTISING:** Contractor shall not advertise or publish, without the District's prior consent, the fact that the District has entered into this contract, except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
20. **LEGAL VENUE:** Both parties agree that venue for any litigation arising from this contract shall lie in Houston, Harris County, Texas.
21. **DELIVERY TERMS AND TRANSPORTATION CHARGES:** F.O.B. Destination, UNLOADED, unless delivery terms are specified otherwise in proposal. All deliveries, unless specified otherwise in the contract or order document, will be made to the campus or department specified, between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except on school holidays. The delivery shall be made and articles shall be placed inside the school building or district facility in the room or rooms designated, at no additional charge. The title and risk of loss of the goods shall not pass to the District until the District actually receives, accepts, and takes possession of the goods at the point or points of delivery. The place of delivery shall be that set forth in any subsequent duly authorized purchase orders.
22. **SPECIAL TOOLS & TEST EQUIPMENT:** If the price stated on the face hereof includes the cost of any special tooling or special test equipment fabricated or required by Contractor for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the District and to the extent feasible shall be identified by the Contractor as such.
23. **WARRANTY-PRICE:** The price to be paid by the District shall be that contained in the Contractor's bid which the Contractor warrants to be no higher than Contractor's current prices on orders by others for products of the kind and specification covered by this contract for similar quantities under similar or like conditions and methods of purchase. In the event Contractor breaches this warranty, the prices of the items shall be reduced to the Contractor's current prices on orders by others, or in the alternative, the District may cancel this contract without liability to District for breach at Contractor's actual expense. The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the District shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
24. **WARRANTY-PRODUCT:** Contractor shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the District. Contractor warrants that the goods furnished will conform to the specifications, drawings and descriptions listed in the bid invitation, and to the sample(s) furnished by Contractor, if any. In the event of a conflict between the specifications, drawings and descriptions, the drawings and descriptions shall govern.
25. **WARRANTY-SAFETY:** Contractor warrants that the product sold to the District shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, the District may return the product for correction or replacement at the Contractor's expense. In the event the Contractor fails to make the appropriate correction within reasonable time, correction made by the District will be at the Contractor's expense. Additionally, no asbestos in any form may be used in the manufacture or processing of any product purchased by the District. If any product called for by name in this specification should contain any asbestos material, the contractor must notify the Purchasing Office immediately for the name of a suitable substitute asbestos-free product.
26. **WARRANTY-INFRINGEMENT:** As part of this contract for sale Contractor agrees to ascertain whether goods manufactured in accordance with the specifications attached to this contract will give rise to the rightful claim of any third person by way of infringement or the like. The District makes no warranty that the production of goods according to the specification will not give rise to such a claim and in no event shall the District be liable to the Contractor for indemnification in the event that Contractor is sued on the grounds of infringement or the like. If Contractor is of the opinion that an infringement or the like will result, he will notify the District to this effect in writing within two weeks after the signing of this contract. If the District does not receive notice and is subsequently held liable for the infringement or the like, the Contractor will hold the District harmless (if the Contractor in good faith ascertains that production of goods in accordance with the specifications will result in infringement or the like, this contract shall be null and void except that the District will pay the Contractor the reasonable cost of his search as to infringements).
27. **RIGHT OF INSPECTION:** The District shall have the right to inspect the goods before accepting them.
28. **FUND AVAILABILITY:** Any purchase order resulting from this solicitation is contingent upon the continued availability of appropriations and is subject to cancellation, without penalty, either in whole or in part, if funds are not appropriated by the SISD Board of Trustees or otherwise not made available to the District.
29. **RIGHT TO ADDITIONAL COMPETITION:** Sheldon ISD occasionally purchases very large quantities of specific items and expressly reserves the right to purchase these and other similar items via other competitive methods if deemed in the best interest of the District.
30. **TERMINATION:** The District reserves the right to terminate all or any part of the undelivered portion of any order resulting from this bid solicitation with thirty (30) days written notice; upon default by the vendor, for delay or nonperformance by the vendor or, if it is deemed in the best interest of the District, for convenience.

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008
SPECIFIC TERMS, CONDITIONS AND INSTRUCTIONS

1. **SCOPE OF PROJECT:** Sheldon Independent School District desires to identify and select a vendor to provide Student Athletic & Catastrophic Insurance as needed for twelve months with the option of four additional one-year renewals (July 1 – June 30).
2. **TYPE AND TERM OF CONTRACT:** This is a negotiable price/requirements contract under which the District shall meet its requirements for the services described in the proposal document from the successful vendor for the duration of the contract. The contract shall commence on or about July 1, 2024 for one year ending on June 30, 2025 with options, at the District's discretion, for up to three to five years.
3. **INSURANCE REQUIREMENTS:** The awarded vendor must provide a certificate of insurance to the District certifying the following coverage levels and listing the District as a named insured prior to conducting any business.
 - a. Automobile Liability Insurance shall cover all owned, non-owned, hired vehicles in the amount of \$100,000/300,000 bodily injury, \$100,000 property damage or a combined limit of \$500,000.
 - b. General Liability Insurance shall provide the minimum coverage of \$1,000,000 per incident and \$2,000,000 aggregate.
 - c. Workers Compensation Insurance shall provide the minimum coverage of \$500,000 for all employees of awarded vendor.
4. **PERSONNEL:** The successful contractor must provide all personnel necessary to perform the contracted services. All personnel should be direct employees of the contractor unless sub-contracting has been approved in writing by the District. Contractor's personnel must be easily identified – either by uniform or identification badge. If contractor elects to use sub-contracted labor – a payment bond must be issued protecting the District from any liability due to non-payment. Additionally, the proposed contractor must submit documentation with the submitted proposal that the proposed sub-contractor has sufficient means and experience in the type of work proposed.
5. **STATEMENT OF WORK:**
 - a. To provide Student Athletic & Catastrophic Insurance to Sheldon ISD at a reasonable price.
 - b. All precautionary steps shall be taken to prevent damages to district-owned property. Any damages to district-owned property may be deducted from any payments owed by the District. In addition, relief may be sought through liability claims for substantial damages.
6. **PROPOSAL EVALUATION:** In determining to whom to award a contract, the district shall consider: (1) the purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) the extent to which the goods or services meet the district's needs; (5) the vendor's past relationship with the district; (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (7) the total long-term cost to the district to acquire the vendor's goods or services; and (8) any other relevant factor specifically listed in the request for bids or proposals. (Texas Education Code Chapter 44.031)

SHELDON INDEPENDENT SCHOOL DISTRICT

Student Athletic & Catastrophic Insurance

BID # 24-008

7. **PROPOSAL INQUIRIES: All inquiries concerning this Bid/Proposal must be received no later than May 17, 2024 at 2:00 p.m.** Inquiries pertaining to this bid should be identified by title, date and bid/proposal number and should be submitted to the Purchasing Department either by mail, fax or email. Inquiries by telephone will not be accepted.
8. **PROPOSAL SUBMISSION: Submit the original and one (1) copy of each Proposal in a sealed, plainly marked envelope. To properly process the envelope containing your response, it shall be plainly marked:**

Student Athletic & Catastrophic Insurance

BID # 24-008

May 31, 2024 at 2:00 p.m.

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

Submission Checklist

Submit Proposal in the following order.

- ☐ **Notice of Competitive Sealed Proposal – Form A**
- ☐ **Felony Conviction Disclosure Statement – Form B**
- ☐ **Deviations/Compliance Signature Page – Form C**
- ☐ **Out of State Certification Page – Form D**
- ☐ **Vendor Reference Sheet – Form E**
- ☐ **Bid/Proposal Submittal – Form F**
- ☐ **Sample Spec Sheet (Disregard if non-specific items request or catalog bid)- Form G**
- ☐ **Form 1295 Certificate of Interested Parties - complete this Form at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm
In Section 2 type in: Sheldon ISD
In Section 3 type in: 24-008**

**Failure to include any of these items with your sealed bid/proposal response
may subject your proposal to disqualification.**

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

Felony Conviction Disclosure Statement

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (1), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator has been convicted of a felony. A notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor’s Name

Signature of Authorized Company Official

Authorized Company Official’s Name (Please Print)

☐ My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

☐ My firm is not owned or operated by anyone who has been convicted of a felony.

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

Deviation/Compliance Signature Form

Company Name

Address

City

State

Phone Number

Fax Number

If the undersigned Proposer intends to deviate from the Terms and Conditions or Specifications listed in this Bid/Proposal invitation, all such deviations must be listed on this page, with complete and detailed conditions and information included or attached. Sheldon ISD will consider any deviations in its Proposal award decisions, and Sheldon ISD reserves the right to accept or reject any Proposal based upon any deviations indicated below or in any attachments or inclusions.

In the absence of any deviation entry on this form, the Proposer assures Sheldon ISD of their full compliance with the General Terms and Conditions, Item Specifications, and all other information contained in this Proposal Invitation.

- ☐ No Deviations
☐ Yes Deviations

List any deviations your company is submitting below if applicable:

Signature of Authorized Representative

Date

Printed Name and Title

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

Out of State Certification

As defined by Texas House Bill 602, a “nonresident Proposer” means a Proposer whose principal place of business is not in Texas, but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

☐ I certify that my company is a “**Resident Proposer**”:

Company Name (Please Print)

☐ I certify that my company qualifies as a “**Nonresident Proposer**”
(NOTE: You must furnish the following information:)

Indicate the following information for your “**Resident State**”: (The state your principal place of business is located in)

Company Name

Address

City

State

Zip Code

A. Does your “resident state” require Proposers whose principal place of business is in Texas to give preference to Proposers whose resident state is the same as yours by a prescribed amount or percentage to receive a comparable contract? (“Resident State” means the state in which the principal place of business is located.)

☐ Yes

☐ No

B. What is the prescribed amount or percentage? \$ _____ or _____ %

Certification: I certify that the information provided above is correct.

Signature of Authorized Representative

Name (Please Print)

Title

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SHELDON INDEPENDENT SCHOOL DISTRICT

Student Athletic & Catastrophic Insurance

BID # 24-008

Vendor Reference Sheet

References: List at least three school districts or other large organizations, which this firm has supplied with similar products. **A minimum of three verifiable references are required.**

Organization	Address	Phone	Contact Name

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SHELDON INDEPENDENT SCHOOL DISTRICT

Student Athletic & Catastrophic Insurance

BID # 24-008

Bid/Proposal Submittal Form

Having read all terms & conditions of this proposal, I submit the following pricing on behalf of my company. I further understand that all proposed pricing includes all labor, material, insurance, and any other expenses involved in the rendering of services and that no changes beyond the stated proposed pricing may be billed to the District.

A. Name of Insured:

Sheldon Independent School District

B. Effective Date and Policy Term for Blanket & Catastrophic Insurance

Effective Date - August 1, 2024

Policy Term - One (1) Year.

Option - Multi-Year Agreement 3 to 5 years

C. Student Coverage Voluntary:

SHELDON I.S.D. DOES NOT PROCESS APPLICATIONS

24-Hour - Up to \$25,000, \$0 deductible, for injuries sustained during the year. The coverage will be a PRIMARY POLICY. Specify if plan is accepted on FULL ASSIGNMENT through a PPO or special network group.

At School - Up to \$25,000, \$0 deductible for injuries that occur at school or school sponsored activities and to and from school, includes all sports, except varsity football. Plan will also be primary. Specify if plan is accepted on FULL ASSIGNMENT through a PPO or special network group.

Voluntary Football Coverage Varsity - Up to \$25,000 for injuries sustained while practicing or participating in interscholastic varsity football. Benefit coverage will match requirements as outlined in the at-school plan.

Student Health Plan – Up to \$100,000 Life Time Maximum Benefit.

D. Catastrophic – Sheldon Independent School District will purchase blanket catastrophic accident insurance for those students participating in all UIL sports and activities. There will be a \$25,000 deductible with indemnity amount of no less than \$10,000,000. Deductible period will be two (2) years and a ten (10) year minimum benefit period.

E. Blanket Coverage-Interscholastic Sports and Activities Coverage - A \$30,000 maximum policy with \$0 deductible for injuries sustained while practicing or participating in any UIL event. The blanket policy will cover all UIL activities grades K-12 and a list of names will not be provided. The policy will be excess and have an effective date of August 1, 2024 and expires July 31, 2025 (with the option of two additional one-year agreements). Benefits must be accepted on full assignment through a PPO or special network group. Policy coverage must include all Vocational classes, ROTC, and FFA.

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

- F. Camps & Leagues – Includes overnight field trips, Special Olympics, sports camps, etc. Benefit must be taken on FULL ASSIGNMENT or fully covered under a PPO or special network group.
- G. Treatment of a Covered Person - Treatment must be initiated by a licensed physician within 90 days of the date of injury. Ambulance expenses must be for the first trip to a hospital not to the nearest hospital.

Current Enrollment

	CECA	SECA	RE	ME	SE	CE	GE	SLE	KMS	NMS	KASE	DAEP JJAEP	KHS	9TH CAMP	ECHS	Total
EE	27	36														63
Pre-K	257	239														496
KG	305	309														614
1st Grade			131	119	104	103	106	133								696
2nd Grade			115	115	122	108	133	144								737
3rd Grade			116	130	133	128	122	113								742
4th Grade			129	135	119	119	134	124								760
5th Grade			122	144	117	147	144	132								806
6th Grade									440	346		3				789
7th Grade									454	336		1				791
8th Grade									422	395		1				818
9th Grade											0	4	152	698	112	981
10th Grade											11	3	860	0	109	983
11th Grade											20	0	774	0	103	859
12th Grade											74	2	677	0	96	709
TOTAL	589	584	613	643	595	605	639	646	1316	1077	105	14	2463	698	420	11007
														2022-23	Day 145	10,988

Claims History

<u>School</u>	<u>Year Claims</u>
2020-21	\$30,532
2021-22	\$40,146
2022-23	\$41,620
2023-24	\$18,102

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
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Bidder Must Submit the Following:

1. Formal Quote with price effective until July 31, 2025.
2. Errors and Omissions Coverage, minimum \$1,000,000.00.
3. List of all schools insured last year.
4. Resume - including number of years you have represented the company bid.

5. Number of years experienced in student athletic insurance. (Included in resume)
6. Copy of plan benefits including exclusions.
7. List of providers that accept benefits on FULL ASSIGNMENT or PPO Network.
** Zero \$ (Dollar) Balance Billing contract with network providers
Including contract with Memorial Hermann and Methodist Hospital System for Zero \$ (Dollar) Balance Billing. Contract should be made available as requested by Sheldon ISD (SISD).
8. Copy of multi-year agreement.
9. Explanation how the PPO or special network functions.
10. Copy of Texas policy.

PLEASE COMPLETE FORM G

Other locations may be added during the contract period. Pricing increases will be calculated based on comparable facilities and must be approved by the Purchasing Agent prior to services being rendered.

Authorized Signature

Printed Name

Company Name

Date

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

Form F

SHELDON INDEPENDENT SCHOOL DISTRICT

Student Athletic & Catastrophic Insurance

BID # 24-008

Sample Spec Sheet (Optional)

***Vendors that are participating in bids on specific items or have not submitted a catalog are to submit this form.*

Bidders Plan Outline: Name of Plan:

Please check the appropriate if your PPO or Network will accept benefits on full assignment. Definition of full assignment - "When a covered student is injured and utilizes the PPO or Network all covered procedures will be accepted as payment in full." If a student goes outside the PPO or Network show the amount your plan will pay.

Please check what benefits your plan offers and Co. Name:

BENEFITS	Full Assignment			Full Assignment			Full Assignment			Out of Network		
	U&C			PPO			NETWORK			OTHER		
	Yes	No	Paid	Yes	No	Paid	Yes	No	Paid	Yes	No	Paid
Plan Maximums												
Hospital Room & Board												
Intensive Care (in lieu of R&B)												
Misc. Expenses												
Hospital Outpatient Surgery												
Emergency Care												
E.R. Physician												
Doctor Visits												
Physician Surgical												
Assistant Surgeon												
24-Month Pin Removal												
Family Travel (outside 100-mile radius from home)												

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

Form G

SHELDON INDEPENDENT SCHOOL DISTRICT

Student Athletic & Catastrophic Insurance

BID # 24-008

BENEFITS:	Full Assignment			Full Assignment			Full Assignment			Out of Network		
	U&C			PPO			NETWORK			OTHER		
	Yes	No	Paid	Yes	No	Paid	Yes	No	Paid	Yes	No	Paid
Anesthesia Expenses												
Registered Nurse												
Outpatient Therapy												
Outpatient X-ray												
Outpatient Laboratory												
Dental (Injuries)												
Ambulance 1 st trip												
Motor Vehicle												
CAT Scan, MRI & Bone Scan												
MRI Radiologist Reading												
Orthopedic Appliances												
Prescription Drugs												
Glasses/Hearing Aids												
Post-Surgical Durable Medical Equipment												
Day Field Trips												
Vocational												
Power lifting												

NOTE: If you submit a plan that utilizes a PPO network, can you guarantee that all covered benefits will be paid in full with no balance to the parent or guardian?

Yes ☐ No ☐

Please state name of your No Balance Network: _____

Please list any professional associations that endorse your student insurance plans:

Official Signature _____

Date _____

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE

Form G (continued)

SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

FORMAL QUOTE

Having carefully examined the Bid Notice, General Conditions, Specifications and Forms, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions at the prices quoted unless noted in writing.

Section I - Voluntary Coverage - 24-Hour

TERM ONE YEAR	☐	FULL ASSIGNMENT	☐
COVERAGE UP TO \$25,000	☐	PPO	☐
DEDUCTIBLE NONE	☐	OTHER	☐
PRIMARY	☐		
		PREMIUM	_____

Section II - Voluntary Coverage - At School

TERM ONE YEAR	☐	FULL ASSIGNMENT	☐
COVERAGE UP TO \$25,000	☐	PPO	☐
DEDUCTIBLE NONE	☐	OTHER	☐
PRIMARY	☐		
		PREMIUM	_____

Section III - Varsity Football Only

TERM ONE YEAR	☐	FULL ASSIGNMENT	☐
COVERAGE UP TO \$25,000	☐	PPO	☐
DEDUCTIBLE NONE	☐	OTHER	☐
PRIMARY	☐		
		PREMIUM	_____

Section VI – Student Health Plan

RENEWABLE ONE YEAR TERM	☐		
COVERAGE UP TO \$100,000	☐		
DEDUCTIBLE NONE	☐	PREMIUM	_____

Section V – Discount Prescription Card

Does Member receive discounts on both Generics and Name-Brand Prescriptions? Yes or No

PREMIUM _____

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SHELDON INDEPENDENT SCHOOL DISTRICT
Student Athletic & Catastrophic Insurance
BID # 24-008

Section VI - Catastrophic

MAXIMUM COVERAGE \$ _____ ☐
2-YR PERIOD TO MEET DEDUCTIBLE ☐
DEDUCTIBLE \$25,000 ☐
BENEFITS PAYABLE FOR _____ ☐

FULL ASSIGNMENT ☐
PPO ☐
OTHER ☐

PREMIUM _____

Section VII – Blanket Coverage-Interscholastic Sports & Activities

TERM ONE YEAR ☐
COVERAGE UP TO \$25,000 ☐
DEDUCTIBLE NONE ☐
PRIMARY ☐

FULL ASSIGNMENT ☐
PPO ☐
OTHER ☐

PREMIUM _____

Section VIII – Camps & Leagues

TERM ONE YEAR ☐
COVERAGE UP TO \$25,000 ☐
DEDUCTIBLE NONE ☐
PRIMARY ☐

FULL ASSIGNMENT ☐
PPO ☐
OTHER ☐

PREMIUM _____

Bids will be received by Gracie Martinez, Purchasing Agent for Sheldon Independent School District at 11411 C. E. King Parkway, Houston, Texas 77044. All Bids must be received by **2:00 p.m.** on **May 31, 2024**. It is anticipated the Bid will be awarded by the Board of Trustees at their next scheduled Board Meeting, or not later than **June 18, 2024**. The Board reserves the right to waive all formalities, to be the sole judge of quality and suitability, and may reject any or all Bid items.

RETURN THIS DOCUMENT IN SEALED BID/PROPOSAL PACKAGE