

**INVITATION TO BIDDERS FOR GROUP LIFE & DISABILITY INSURANCE (Basic Life, Basic Accidental Death & Dismemberment, Supplemental Employee Life & AD&D, and Long Term Disability Coverage)
FOR THE ALLEGANY COUNTY PUBLIC SCHOOL SYSTEM**

1. PROPOSALS

Secure electronic proposals shall be submitted and received by CBIZ Employee Services Organization, Attention: Mrs. Liz Logsdon, Consultant, 44 Baltimore Street, Cumberland, MD 21502 or elogsdon@cbiz.com until **4:00 P.M. Eastern Standard Time on Friday, July 13, 2018**, for **GROUP LIFE & DISABILITY INSURANCE (Basic Life, Basic Accidental Death & Dismemberment, Supplemental Employee Life & AD&D, and Long Term Disability Coverage)** for the Allegany County Public School System.

2. PRESENTATION OF BIDS.

Shall be submitted in strict accordance with the Proposal Delivery Requirements and the Bid Forms included with the Specifications.

3. DOCUMENTS.

General information on how to obtain bid documents may be obtained at <https://www.acpsmd.org> by selecting Community and then Request for Proposals. All interested bidders shall notify elogsdon@cbiz.com of their intention to bid in order to receive the bid materials.

4. PRE-BID CONFERENCE.

There will not be a pre-bid conference for this project. **Questions may be submitted to elogsdon@cbiz.com until 4:00 PM Eastern Standard Time on Thursday, July 12, 2018.**

5. MINORITY BUSINESS ENTERPRISE

Certified Minority Business Enterprises are encouraged to respond to this bid solicitation.

6. RESERVED RIGHTS

The Board of Education of Allegany County reserves the right to accept or reject any/or all bids and to waive technicalities.

BY ORDER OF:
Board of Education of Allegany County

Mrs. Sara-Beth Bittinger, President
Dr. David A. Cox, Secretary/Superintendent