



City of Conway – Mayor’s Office  
1201 Oak Street  
Conway, AR 72032  
[www.cityofconway.org](http://www.cityofconway.org)



**Invitation and Bid 2009-41**

INVITATION

TO THE VENDOR ADDRESSED:

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. Sealed bids must be in the Office of the Mayor, no later than **September 23, 2009 at 10:00 a.m.** at which time all bids will be opened and read. Unsigned bids will be rejected. Successful bidders will receive purchase order(s) within 30 days after the opening date shown above. **Unsigned bids will be rejected.**

**City of Conway Human Resource Department  
2010 Dental Insurance**

**Specifications for Dental Insurance**

**1. INSTRUCTIONS**

- a. All bids must be submitted on the form provided. The bid must also include the specifications, as written by the City.
- b. Any exceptions from the specification shall be listed on a separate page marked “Exceptions”. Supporting documents must be submitted for each exception and included with the “Exceptions” section.
- c. Failure to provide supporting evidence to each exception will nullify the said exception.
- d. Any deviation from the specifications in the actual review of the product bid, and not declared as such, will result in the disqualification of the vendor’s bid

**2. SUBMISSION OF A SAMPLE**

n/a

**3. PRODUCT LITERATURE**

- a. The bidder shall submit product literature with the bid.

**4. SUPPORTING DOCUMENTS**

- a. The bidder shall include in its bid all evidence and documentation supporting the conformity of the product with the herewith specifications which is not printed on the brochures or catalogues mentioned in paragraph 3.

## **SPECIFICATIONS FOR DENTAL INSURANCE**

### **1. General**

The Dental Insurance shall be designed to contain the information listed by Benefit Category for Dental Option A & B

All bids for dental coverage must include the following: Monthly premium cost for employee only, employee plus spouse, employee plus children and employee plus family.

All bids for dental coverage must include COBRA administration for the dental benefit.

### **2. MATERIAL certificates**

All vendors will furnish a complete exhibit of plan material (booklets,

Application forms, etc.) Present administrative expenses and retention.

### **3. Construction – n/a**

### **4. Performance Specifications**

The City reserves the right to waive minor technicalities and will only accept bids with zero (0) commissions and no brokers; the working relationship will be between the city and the vendor. Vendors may submit multiple proposals. The City reserves the right to accept or decline all options submitted.

All proposals must include a detailed listing of any and all cost/charges for all administrative fees and any other charges.

All vendors proposals must include dual options benefits, employees must be offered Dental Option Plan A and Dental Option Plan B.

All vendors will furnish the renewal formula for the second year if the experience rating remains the same. The exhibit will include all administrative expenses and retention.

All vendors will furnish their latest preferred provider directory or other listing of contracted physicians, specialists, hospitals and other medical facilities if applicable.

All vendors will furnish their present premium trends with inflation for renewal for the past five (5) years.

All vendors will provide the office address of the facility that will process claims for the City of Conway

All vendors will describe the type of technology/websites they have available to the City of Conway and the City's employees.

All vendors will provide the name(s), titles, office address and telephone contact (other than a 1-800 customer service number) of the representative(s) who will serve as the contact in resolving administrative issues.

The City of Conway reserves the right to make whatever investigation deemed necessary to determine the vendor is qualified to carry the terms, conditions, services and all related aspects of the offered proposals.

Benefits will be coordinated with other plans in compliance with Arkansas rules and regulations.

The successful bidder will be required to insure all benefits-eligible City of Conway employees and their eligible dependents regardless of pre-existing conditions. New employees will be eligible for coverage upon their first day of benefits-eligible employment (or within a standard period as designated by plan design).

The City of Conway will require detailed monthly invoices, sorted by department code, coverage, etc. Note: Submit a sample of all reports and billing statements your company will use in this area. Detail the exact services, which will be provided at the agency, broker, insurer and/or vendor level and the level and type of staff support that will be used.

All eligible employees are to be covered for a twelve (12) month period beginning at 12:01 a.m. on January 1, 2008. Vendors shall provide rates for this period. The City of Conway reserves the right to cancel the resulting contract with a thirty (30) day written notice.

All bidders must describe their medical management process/care coordination process.

#### **Covered Persons**

All benefits-eligible employees (including those on leave) living in or out of the service area shall be covered. Benefits eligible employees are full time employees. Part-time employees are not benefits eligible.

Retirees and their eligible dependents.

Unmarried children of eligible dependents or retirees are covered until age nineteen (19) or until age twenty-three (23) if a full time student.

#### **7. Warranty**

All bidders shall include a copy of their warranty with their bids.

#### **8. References**

All bidders shall demonstrate their experience in providing group insurance by furnishing a list of Arkansas municipalities and/or companies that utilize their services. The list must show at least 3 municipalities and/or companies, each having a minimum of 400 employees. The name and telephone number of a contact person at each of the references shall be provided

**City of Conway  
Bid Specifications  
Dental Insurance**

Benefit Category	In Network Dental Option A	In Network Dental Option #B
Annual Deductible	\$50 per person for benefits received in coverage B and C No deductible on coverage A	\$25 per person for benefits received in coverage B and C No Deductible on coverage A
Annual Maximum	\$1000 per person per calendar year	\$1500 per person per calendar year
<b>Coverage A – Diagnostic and Preventative Services</b> Routine periodic examinations, twice per benefit period, inclusive of initial oral exam Bitewing and periapical X-rays as required. Full-mouth X-rays once in any three (3) year period. Prophylaxis (cleaning) max of twice per benefit period. Topical application of fluoride once per benefit period for dependent children to age 19. Sealants once per tooth on permanent maxillary and mandibular first and second molars with no caries (decay) on the occlusal surface, for dependent children up to age 15.	100%	100%
<b>Coverage B – Basic Restorative Services</b> Minor emergency treatment for relief of pain as needed by participant. Amalgam (silver) and composite/resin (white) fillings (composites are not a covered benefit on molars). Endodontics, including pulpal therapy and root canal filling. Simple extractions. Oral surgery, including pre- and post-operative care and surgical extractions, except TMJ surgery. Space maintainers for prematurely lost teeth of eligible dependent children 16 years of age and under. Stainless steel crowns used as a restoration to natural teeth for dependent children to age 14 when the teeth cannot be restored with a filling material. Nonsurgical periodontics. Periodontal maintenance; two (2) per benefit period following active periodontal treatment	80% after deductible	80% after deductible
<b>Coverage C – Major Restorative Services</b> (12 -month wait for Late Entrants) Crowns, inlays, onlays, and veneers are benefits for the treatment of visible decay and fractures of tooth structure when teeth are so badly damaged they cannot be restored with amalgam or composite restorations. Prosthodontics, including procedures for construction of fixed bridges, partial or complete dentures, and repair of fixed bridges. Complete or partial denture relines, including chair side or laboratory procedures to improve the fit of the appliance to the tissue. Complete or partial denture rebase, including laboratory replacement of the acrylic base of the appliance. Surgical periodontics	50% after deductible	50% after deductible
<b>Coverage D - Orthodontic Services</b> Diagnostic, Active, Retention Treatment for eligible dependent children under age 19 only	50% after deductible \$1000 Lifetime Maximum	50% after deductible \$1000 Lifetime Maximum

For further information regarding specifics of the Dental Insurance contact Lisa Mabry-Williams, Human Resources Director, 501-450-7087, this bid shall be submitted no later than the referenced date to:

Office of the Mayor  
Attention: Felicia Rogers  
Conway City Hall  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6110

**The bid shall be enclosed in a sealed envelope with the name of bidder, bid number, item(s) being bid and date and hour of opening thereon.**

BID	
TO THE MAYOR:	
We hereby agree to furnish the items quoted at price set opposite each item. We further certify that we have read the terms and conditions stated on the reverse side of this page and that our quotation is submitted in accordance therewith.	
FIRM NAME: _____	BY: _____
ADDRESS: _____	TITLE _____
_____	DATE _____

**Unsigned bids will not be considered**

**BIDDER SUBMITTAL FORM**

<b>TTL Monthly Premium Cost</b>	<b>Dental Option A</b>	<b>Dental Option B</b>
Employee Only	_____	_____
Employee + Spouse	_____	_____
Employee + Children	_____	_____
Employee + Family	_____	_____

Prices quoted must be held firm for sixty (60) days to allow for evaluation. Indicate specific date that prices can be held through: \_\_\_\_\_.

Protest regarding this bid must be submitted in writing to the Human Resources Director, Lisa Mabry-Williams within five (5) working days of the opening of the bid.

**City of Conway**  
**TERMS AND CONDITIONS**  
**Important – Read Carefully**

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.