

NOTICE

The Town of San Felipe is seeking sealed bids for qualified and professional insurance companies for employee health, dental and life insurance. All bids should be marked "INSURANCE BIDS" and addressed to Sue Foley Town Secretary, P.O. Box 129 San Felipe, Texas 77473. Bids must be received in the Town office by 11:00 a.m. on , Monday, October 26 , 2026, with bid opening held at 3: 0 0 p.m. at Town Hall at 927 Sixth Street San Felipe, Texas 77473. The awarding of the bids will be held at the Regular Council Meeting on Tuesday, November 10, 2026 at 6:30 pm at Town Hall at 927 Sixth Street San Felipe, Texas 77473.

Information regarding specifications and bid documents may be obtained from the Town office, Monday through Thursday, between the hours of 8 a.m. and 5 p.m.

The Town of San Felipe reserves the right to reject any and all bids.

Bid Specification requirements:

1. Name of your company, date established, your supporting credentials, company website, and address of the office that would be assigned to the City. Please include a brief description of the company's history, including any changes in ownership either anticipated or occurring within last three (3) years. Also include details on the company's size, growth, philosophy and culture, and specific experience with public sector entities (preferably municipalities).
2. Include a brief description of the bidder's and any sub-consultant's qualifications and a summary of previous experience on similar or related projects. Provide a list of personnel that would be handling our account including the account manager and a brief summary of each listed individual's education, qualifications, responsibility with our account and a description of any previous or current projects with similar responsibilities.
3. Complete description of services to be provided, including a description of the medical, dental, and life insurance quotes for both employee only insurance or employee and family coverage. Quotes must be labeled and compiled into 8 packets to be presented at the time of bid submission.

Respectfully,

Sue Foley

Town Secretary