



## Department of Purchasing

100 N. Main Street, 2<sup>nd</sup> Floor

Suffolk, VA 23434

(757) 925-6762 Fax (757) 942-4333

### NOTICE OF AWARD

**TO:** Lonnie Pierce, President  
Pierce Insurance Agency Inc.  
3766 South Main Street  
Farmville NC 27828

**Date:** December 3, 2020

**Topic:** RFP 85817- Provide Section 125 Administration, Supplemental Insurances and Related Services

This notice of award is to Pierce Insurance Agency to Provide Section 125 Administration, Supplemental Insurances and Related Services to Suffolk Public Schools based on the evaluation of the committee. Performance of all services related to this award shall be in accordance with RFP 85817 and addenda, your proposal dated May 12, 2020, and any negotiations all of which are incorporated in this award letter. If you have any questions concerning this matter, please contact me. Please return an acknowledged copy of this **NOTICE OF AWARD** to the Purchasing Manager at the above address within ten (10) calendar days.

Dated this 3<sup>rd</sup> day of December 2020

By:

  
Anthony Higgs, CPPB  
Purchasing Manager

### ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged by:

Pierce Insurance Agency, Inc., this the 3<sup>rd</sup> day of December, 2020.

By  Title Lonnie T. Pierce, III, President

**Copies:** Dr. John B. Gordon, III, Superintendent  
Wendy Forsman, Executive Director of Finance  
Bid File

**RFP 85817**

**Provide Section 125 Administration, Supplemental Insurances and Related Services  
December 3, 2020**

**Terms of Agreement**

The initial term of this agreement shall begin on the January 1, 2021 and continue through December 31, 2022 after which this agreement will automatically be extended for seven (7) additional one-year periods, beginning on the date of award and ending June 30th of each subsequent 10 year, unless otherwise terminated by either party by giving written notice sixty (60) days prior to the award date of any given year. Should a new provider be selected, the new provider will required to meet with all employees starting in August and during the open enrollments periods (September – October). The School Board may approve a price increase for each subsequent year. The request shall be presented in writing ninety (90) days prior to the award date of each year and the cost increases shall not exceed the Consumer Price Index (CPI) as developed by the Bureau of Labor Statistics, U. S. Department of Labor, for all Urban Consumers (CPI-U) south, for the preceding calendar year. Suffolk Public Schools reserves the right to purchase additional services as needed and to negotiate for additional years of service in order to provide for the continuation of services and best meet the needs of Suffolk Public Schools employees.

Initials LTP

Date 12/3/2020



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Suffolk, VA 23434  
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### NOTICE OF INTENT TO AWARD

**TO:** NTA Life  
4949 Keller Springs Road  
Addison TX 75001

**Date:** June 22, 2022

**Topic:** Provide Section 125 Administration, Supplemental Insurances and Related Services

This notice of award is to NTA Life to Provide Section 125 Administration, Supplemental Insurances and Related Services to Suffolk Public Schools based on the evaluation of the committee. Performance of all services related to this award shall be in accordance with RFP 85817 and addenda, your proposal dated May 11, 2020, and any negotiations all of which are incorporated in this award letter. If you have any questions concerning this matter, please contact me. Please return an acknowledged copy of this NOTICE OF AWARD to the Purchasing Manager at the above address within ten (10) calendar days.

Dated this 22<sup>nd</sup> day of June, 2022

By:


  
Anthony W. Hinds, CPPB  
Purchasing Manager

### ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by:

NTA Life this the 21<sup>st</sup> day of July 2022.

By



Title

S. V. P.

Copies: Dr. John B. Gordon III, Superintendent  
Wendy Forsman, Executive Director of Finance  
Terry Napier, Director of Facilities

## **COMPLIANCE WITH LAWS**

Contractor agrees to comply with all federal, state, and local laws during the duration of this agreement.

## **AVAILABILITY OF FUNDS**

A contract shall be deemed executory only to the extent of appropriations available to each department for the purchase of such articles or services. The School Board's extended obligations on those contracts, which envision extended funding through successive fiscal periods, shall be contingent upon actual appropriations for the following years.

## **CONTRACTOR/EMPLOYEE BACKGROUND CERTIFICATION**

The required form is filled out and is on file in the Purchasing Office

## **SUSPENSION OR DISBARMENT**

The contractor certifies that they are not suspended or disbarred. Should that status change during the duration of the agreement, the contractor will notify Suffolk Public Schools in writing. Failure to do so, may result in the cancellation of the contract and any subsequent renewals.

## **IMMIGRATION LAW**

Contractor warrants that it does not, and shall not during the performance of this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986

## **CONTRACTORS RESPONSIBILITY**

Contractors must fill out the Contractor/Employee Certification form upon starting work. Contractors must also wear proper identification at all times that they are indeed contractors and will follow the security protocols at the school.

Initial

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Date

7/2/2022