



**Request for Agent/Broker Services  
w/regard to Property/Casualty Coverage**

The City of Highland will accept proposals from interested brokers/agents to be evaluated by the City of Highland for the purpose of gathering and evaluating bids related to the property and casualty insurance for the City of Highland for a policy period effective December 1, 2011. Proposal documents with completed questionnaires will be accepted until: **October 12, 2011 at 5:00 P.M** through written document or time stamped through email for the following:

**INSURANCE BROKERAGE SERVICES**

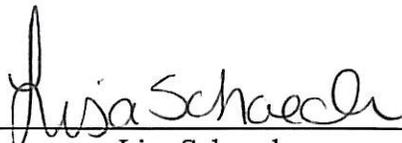
Proposal documents inclusive of an "Insurance Broker/Provider Qualification Questionnaire" may be obtained at City Hall, 1115 Broadway, Highland, IL. 62249, Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M. Proposal documents will be mailed or emailed to interested parties upon request. All questions concerning this proposal questionnaire should be directed to the Director of Human Resources at [lschoeck@highlandil.gov](mailto:lschoeck@highlandil.gov).

Proposals shall be addressed to the Director of Human Resources, City of Highland, City Hall, 1115 Broadway, PO Box 218, Highland, IL. 62249 and shall be submitted sealed and marked as described in these specifications.

Proposal documents, amendments to proposals or withdrawals of proposals received after the time set for the receipt of proposals will not be considered. The City of Highland reserves the right to waiver any defect or irregularity in any proposal and shall reserve the right to reject any or all proposals and to make an award in the best interest of the City of Highland.

This is **not** a request for bids; The City of Highland reserves the right to reject any and all proposals or to negotiate with the makers of any and all proposals if deemed in the best interest of the City of Highland.

Date: September 15, 2011  
City of Highland

  
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Lisa Schoeck  
Director of Human Resources