



Office of the Director of Public Service/Safety

Jeremy Greenwood

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November 22, 2021

To Whom It May Concern:

The City of St. Clairsville is seeking proposals on its Property, Liability and Automobile Insurance program. Specifications for and about the various coverages and instructions concerning the submission of proposals are enclosed. All proposals must be received by **12:00 p.m. January 10, 2022** to:

Jeremy Greenwood
City of St. Clairsville
100 North Market Street
St. Clairsville, OH 43950

Inquiries regarding City of St. Clairsville activities may be directed to:

Jeremy Greenwood
City of St. Clairsville
100 North Market Street, Box 537
St. Clairsville, OH 43950
jgreenwood@stclairsville.com

All questions must be submitted in writing to the above email by 12:00 pm on December 17, 2021.

It is the intention of City of St. Clairsville that any coverage proposal accepted will be effective as of February 13, 2022.

Sincerely,

Jeremy Greenwood
R.A., LEED A.P., NCARB, AIA