

## NOTICE OF REQUEST FOR PROPOSAL

Sealed proposals, subject to the conditions contained herein, will be accepted by the Warren County Financial Management Committee at the Warren County Administrative Building, Office of the Finance Department, 201 Locust Street, Suite 2, McMinnville, Tennessee, 37110, up to but no later than 2:00 P.M. CT on Wednesday, August 5, 2020, and then publicly opened and read for Insurance Broker Services for Warren County Government & Schools.

**No bids may be sent via e-mail or fax. Bidders shall enclose two (2) copies of the bid and note the bid submitted (i.e. Insurance Broker Services for Warren County Government & Schools) on the outside of any shipping envelope (FedEx, UPS, etc.) if the bid envelope is contained inside.**

For bid specifications or more information regarding bids, please contact Warren County Finance Department employee Charles Johnson at 931-473-2381 ext. 1006, or by email at [cjohnson@warrencountytn.gov](mailto:cjohnson@warrencountytn.gov), or Mary Jennifer Dunlap, Schools Compliance Manager, at 931-668-4022 ext. 11601, or by email at [dunlapmj@warrenschoo.com](mailto:dunlapmj@warrenschoo.com). Copies of this bid are on file and may be obtained at the Warren County School's Administrative Offices or by accessing the website at [www.warrenschoo.com](http://www.warrenschoo.com) or [www.warrencountytn.gov](http://www.warrencountytn.gov) and clicking the link for current bids.

Employees of the selected contractor must have a sexual predator background check performed prior to entering any Warren County school grounds as per Tennessee Code Annotated Section 49-5-413.

The Warren County Financial Management Committee reserves the right to accept or reject any or all bids, to accept or reject any item thereon, to waive any irregularities in the bid or bidding and/or to abandon or postpone this project without any obligation to bidders. The Warren County Financial Management Committee will act as sole judge of the merit and qualifications of vendors and materials offered and accept whatever bid deemed to be in the best interest of Warren County. No bidder may withdraw their bid for a period of sixty (60) days after date set for opening of bids. The Financial Management Committee reserves the right to increase or decrease quantities.

In case of tie bids, Warren County, Tennessee reserves the right to negotiate with bidders. By submission of this bid, the vendor agrees to all terms and condition stated therein.

Bids will be awarded accordingly as prescribed by law, which states "lowest and best." A Supreme Court ruling states that the discerning of best lies solely on those requesting the bid and not the bidder. No bidder may withdraw their bid for a period of sixty (60) days after date set of opening of the bids.

### WARREN COUNTY FINANCIAL MANAGEMENT COMMITTEE

Justin Cotten, Finance Director  
Jimmy Haley, County Executive

### PUBLIC NOTICE TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Bids must be received by **2:00 PM Central Time on August 5, 2020**, to be considered. Please return sealed bids to:

Warren County Financial Management Committee  
C/O Warren County Finance Department  
Warren County Administrative Office Building  
201 Locust Street, Suite 2  
McMinnville, Tennessee 37110

Pursuant to T.C.A. § 50-9-114, Warren County, Tennessee has adopted a Drug & Alcohol Testing Program and is required to include this information in our bid specifications. Warren County, Tennessee requires Alcohol and Controlled Substances testing for Safety-Sensitive Positions as required by the Federal Omnibus Transportation Employee Act of 1991 and related United States Department of Transportation rules and regulations set forth in 49 CFR Federal Regulations Parts 40 and 382. **BIDDERS MUST SUBMIT AN AFFIDAVIT THAT THE BIDDER OPERATES A DRUG AND ALCOHOL TESTING PROGRAM WITH REQUIREMENTS AT LEAST AS STRINGENT AS THAT OF THE PROGRAM OPERATED BY WARREN COUNTY, TENNESSEE.**

This institution is an equal opportunity provider and employer

**Nondiscrimination.** Warren County School District complies with Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, related regulations and all other state and federal anti-discrimination laws. WCSD also requires all contractors to comply with state and federal anti-discrimination law.