

BROKER OF SERVICES

The City of Manchester is requesting proposals for Broker of Services for Medical Insurance Plans.

The RFP should include:

Services that can be provided and schedule of fees associated with each service.

RFP must be delivered by:

Tuesday, December 10, 2019 at 12:00pm (Noon)

Brokers bidding on the services will need to be present at the Finance Committee meeting starting at 4:30pm Tuesday, December 10, 2019 to present their proposals to the Board of Mayor and Alderman.

Two completed copies of the quote must be sealed, submitted and ***plainly marked RFP for the City of Manchester Broker of Services for Medical Insurance Plans.***

RFP must be delivered to:

Bridget Anderson, Finance Director
City of Manchester
200 West Fort Street
Manchester, TN 37355

Company Information:

List the name of company and home office address. Please designate the name and telephone number of a representative of the company to answer questions concerning this proposal if requested.

Other Proposal Requirements:

The Company's proposal must clearly define all exclusions, limitations and exceptions.

The Company shall not assign this proposal or enter into subcontracts for any of the work described herein without obtaining the prior written approval.

All proposals shall state that the offer contained therein is valid for a minimum of ninety days from the date of the opening. If not stated, proposal will be presumed to be valid for ninety days. Accepted proposal needs to be effective July 1, 2020.

In case of default, the City of Manchester may procure the article of services from other sources and hold the contractor responsible for any excess cost occasioned thereby.

The Company agrees that the contract awarded under this RFP may not contain any requirement that the City of Manchester indemnify or hold the company harmless or pay attorney's fees, liquidated damages or a penalty. Company also agrees that the contract may not require the City of Manchester to waive any rights nor limit the remedies of the City of Manchester or the liability of the company.

The contractor shall comply with all applicable Federal and State laws and regulations in the performance of the contract. The contract shall be governed by and subject to the laws of the State of Tennessee.

Submission of a proposal shall be deemed acceptance of all terms and conditions of the RFP. The City of Manchester reserves the right to reject any and all bids.