

Bedford County Department of Finance

**200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029**

Request for Proposal

**Athletic Trainer Services
Bid No. 22-25**

The Bedford County Department of Finance is requesting proposals on **Athletic Trainer Services**. Sealed bids will be received until **2:00 p.m., Friday, October 22, 2021**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award given is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

1. **Meet or exceed the minimum requirements specified.**
2. **Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
3. **Submit their completed bid prior to the bid opening date and time.**
4. **Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

Award

A purchase order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

All prospective bidders may contact the Bedford County Department of Finance at 931-685-2024 for any questions as to the specifications of the bid.

Lowest and/or best bid will be awarded.

Bid prices shall be for the fiscal year ending June 30, 2022, with option to renew for two additional one year periods.

Other Considerations

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTION TO BIDDERS

All Proposals are to be made be on the Proposal Form provided. **Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, Bid No. 22-25 Athletic Trainer Services.** Bids will be received and opened at 2:00 p.m., Friday, October 22, 2021. **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals shall be made upon Proposal Forms prepared by the Department of Finance. All Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

ATHLETIC TRAINER SERVICES SPECIFICATIONS

1. Provide an Athletic Trainer that is licensed to practice in the State of Tennessee.
2. Have experience in providing Athletic Training and related services.
3. Provide injury assessment/evaluation at the school for students as requested by Athletic Director.
4. Provide services to student to the school student athletes who have a current valid medical consent and release form and a current physical on file at the school and participate in following athletic events.
 - a. All football games home and away
 - b. Other athletic events as mutually agreed upon by School's Athletic Director and the contractor.
 - c. Daily practice coverage
 - d. Special events and tournaments as mutually agreed upon by School's Athletic Director and the contractor.
5. Maintain TSSAA health guidelines for athletic participation, physical forms, medical questionnaires and injury records under HIPPA compliance.
6. Serve as liaison between the Medical Director or his/her designee and the school.
7. Maintain professional and commercial general liability insurance covering the contractor and its employees for and against loss or damage resulting from services performed. Coverage shall have minimum limits of One Million Dollars (\$1,000,000) per claim and Three Million Dollars (\$3,000,000) in the annual aggregate for both professional liability and general liability coverage.

PROPOSAL FORM

**Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: Bid No. 22-25

Gentlemen:

Having examined the specifications for **Athletic Trainer Services**, we (I) submit the attached proposal:

Cascade High School	\$ _____
Community High School	_____
Shelbyville Central High School	_____
Total Bid Price	\$ _____

Company Name: _____

Mailing Address: _____

Signature and title of bidder: _____

Telephone Number: _____

Email: _____