

AMENDMENT NUMBER 1 TO THE BID DOCUMENTS
Amendment Date: March 31, 2020

20200407-BOE
Insurance Broker Services

A. This Amendment shall be considered part of the bid documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original bid documents, this Amendment shall govern and take precedence. BIDDERS MUST SIGN THE AMENDMENT AND SUBMIT IT WITH THEIR BIDS.

B. Bidders are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Amendment. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

Except as described below, the original bid document remains unchanged. The bid documents are modified and/or clarified, as follows:

In an effort to meet the COVID-19 guidelines to minimize exposure, the Sumner County Board of Education will be temporarily modifying the manner in which the “public” bid opening process is conducted. Therefore until further notice, SCS will be converting public sealed bid openings, that are normally attended by bid respondents, to an electronic format.

The electronic format will ensure that the sealed bid process is conducted while safeguarding the participants and avoiding physical and social contact. Bidders will email their secure, competitive bid response in .pdf format to the following email address: purchasing@sumnerschools.org. Bid responses must only be emailed to the specified address, do not copy other email address. Bidders are encouraged to send a test email to confirm proper communication between parties. Deadlines will be strictly enforced. Bid responses submitted out of compliance with specified timelines will be rejected. In compliance with TCA 12-4-116, SCS shall continue to accept hard copy proposals from small businesses and minority-owned businesses.

SCS shall only accept email bid responses during the timeline established in the Schedule of Events. Bid responses received earlier or later than the specified timeline will be automatically rejected, and a re-submission will not be allowed.

Responses will be opened and reviewed following the Submission DEADLINE.

4. Schedule of Events

RFP Issued	March 12, 2020
Questions DEADLINE	March 31, 2020
RFP Submission DEADLINE	April 7, 2020 @ 1:00 p.m. Local Time
RFP Email Submission Acceptance Timeline	April 7, 2020 – 11:00 a.m. thru 1:00 p.m. Local Time

BIDDER MUST ACKNOWLEDGE THIS AMENDMENT BY SIGNING BELOW AND ATTACHING THE SIGNED AMENDMENT TO THE BID FORM:

Company Name _____

Contact Person _____

Signature _____

Date _____

Chris Harrison, Purchasing Supervisor

Sumner County Board of Education