

**WEAKLEY COUNTY, TENNESSEE
REQUEST FOR PROPOSAL
RFP #2026-12**

The Weakley County, Tennessee Director of Finance will be accepting requests for proposals for the following:

Ambulance Services for Weakley County, Tennessee

Information can be obtained from the Department of Finance, 8319 Highway 22, Suite B, Dresden, TN 38225, between the hours of 8:00 A.M. and 4:00 P.M. or online at www.weakleycountyttn.gov.

Requests for Proposals will be accepted until **3:00 P.M. on April 13, 2026**. Proposals received after this time will be deemed late and will not be considered.

RFP's must be sealed and marked on the outside of the envelope:

“SEALED RFP #2026-12 – Ambulance Services.”

Nothing herein is intended to exclude any responsible vendor, his or her product or service, or in any way restrain or restrict competition. On the contrary, all responsible vendors are encouraged to offer a proposal. Weakley County is compliant with Title VI of the 1964 Civil Rights Act and as a result, does not discriminate on the grounds of race, creed, national origin or gender.

RFP's may be hand delivered or mailed to:

John H. Liggett
Director of Finance
Weakley County, Tennessee
8319 Highway 22, Suite B
Dresden, TN 38225

Any questions concerning the RFP should be directed to John Liggett, Director of Finance (731-364-5429).

REQUEST FOR PROPOSALS
FOR THE OPERATION OF THE AMBULANCE SERVICE FOR
WEAKLEY COUNTY, TENNESSEE
RFP #2026-12

INTRODUCTION

Purpose

This Request for Proposal (RFP) by the Weakley County Legislative Body is offered to solicit proposals from qualified companies for the operation of a publicly franchised Emergency Medical Transport Service in and for Weakley County, Tennessee, with operations commencing in full compliance of the terms herein on July 1, 2026.

Proposal Submittal

Sealed proposals will be accepted by the Weakley County Finance Office no later than 3:00 P.M. on April 13, 2026 at:

Weakley County Department of Finance
8319 Hwy. 22, Suite B
Dresden, TN 38225

All proposals must be submitted in accordance with the conditions and instructions provided herein. A proposal must affirmatively state that it is open for acceptance for ninety (90) days.

Schedule

March 10, 2026 – Request for Proposals released.

April 13, 2026 at 3:00 PM – Deadline for submission of proposals.

April 13, 2026 at 3:00 PM – Public opening of proposals.

This schedule is intended as a guideline for the timing of various events in this effort. County requirements and other factors may cause certain of these dates to vary from original intentions. In no event will the deadline for proposal submittal be changed.

GENERAL CONDITIONS

Conformity with RFP

All proposals must conform to the requirements presented in this RFP. Proposals not in conformity may be rejected.

Uniformity of Proposals

To facilitate evaluation, all proposals must be submitted in a uniform format as described in this RFP. **All proposals shall include completed forms which are attached or referenced as exhibits to this RFP. Failure to complete the required forms can result in a proposal being removed from consideration.**

Scope of Services

- Proposer must accept all emergency dispatches received from Weakley County E-911.
- Weakley County E-911 will maintain control of the caller until disconnect or until the proper apparatus arrives on scene. Weakley County E-911 will coordinate dispatch services through the proper service provider after a nature of incident and address have been obtained.
- Proposer shall provide the supervision and direction to permit the most effective local emergency medical transport service, and to comply with all State, Local, and Federal requirements and guidelines to constitute a conforming emergency medical transport service.
- Proposer shall provide full-time medical direction from a physician practicing in Weakley County.
- Proposer shall be responsible for all patient billing and accept assignments for Medicare, TennCare, and private pay patients.
- Proposer shall furnish four (4) Advance Life Support (ALS) units staffed and equipped for duty 24 hours a day, seven days a week, and 365 days a year. These units must be either a Type I or Type 3 vehicle. These vehicles should be maintained in ready and operational mode at all times.
- One staffed and equipped ALS Unit shall remain on duty within the geographic limits of Weakley County at all times.
- Proposer shall maintain an "A" rating under regulations of the State of Tennessee.
- Proposer shall maintain at least three bases of operation within Weakley County (one in Martin, one in Dresden, and one in Greenfield) and assume all associated costs related to those operations.

- Proposer shall make all necessary runs to the nearest emergency medical facilities or as mandated by state guidelines.
- Proposer shall maintain a schedule of patient charges consistent with sound business practices and in accordance with prevailing rates in the Tennessee area.
- Proposer shall state the date that the party will be prepared to assume the full duties of operating the Ambulance Service after acceptance of proposal. Proposer shall also state the date that the party shall be prepared to operate the required bases of operation within Weakley County.
- Proposer must state that the submitted proposal is a firm offer that may be accepted at any time within ninety (90) days from and after the date of proposal opening.
- Proposer shall submit the name, address, and telephone number of the person with authority to bind the proposer and to answer questions or provide clarification concerning the proposal.
- Proposer shall employ trained personnel who are familiar with the geography of the roads, residents, and other landmarks of Weakley County in order to promote efficient response to requests of emergency ambulance services.
- Proposer shall agree to cooperate and work with all Emergency Services of Weakley County, including Rescue and Fire Departments.
- Proposer shall agree to coordinate with the Weakley County School System and the University of Tennessee at Martin for services at local sporting and community events.
- Proposer will agree to periodic and/or random inspection and review of any or all equipment and non-patient records by the Weakley County Mayor or designee.
- Proposer shall maintain ambulances that meet or exceed acceptable standards of the State of Tennessee and in accordance with any local standards.
- Proposer shall report to a minimum of two Public Safety Committee meetings held by Weakley County.

Billing and Collection Methods

The submitted proposal must describe the proposed methods for billing and for collecting accounts receivable, both current and future.

Term

The term of the awarded contract shall be for the period beginning July 1, 2026 and continuing through June 30, 2029. Either party shall have the right to terminate the contract upon ninety (90) days written notice by certified or registered mail with return receipt requested.

Liability and Insurance

Proposer will offer defense, indemnity, and to hold harmless Weakley County, including its officers, employees, and agents from all costs, judgments, and other expenses of any kind (including reasonable attorneys' fees), for which the County or its officers become liable as a result of any claim for any acts of omission or co-mission by the provider, owners, officers, agents, or employees. Provider shall maintain in force throughout the term of a contract, liability insurance in the minimum amount of One Million (\$1,000,000.00) dollars per person, Two Million (\$2,000,000.00) dollars per claim, covering potential liability under this provision the insurance policy shall name the County as an additional insured. The provider shall also maintain malpractice insurance in the minimum amount of One Million (\$1,000,000.00) dollars per person, Two Million (\$2,000,000.00) dollars per claim; automobile liability insurance in the minimum amount of Two Million (\$2,000,000.00) dollars. The provider shall also maintain workers compensation insurance as required by applicable law. The proposer must complete the include Exhibit 1 (Evidence of Insurance Coverage), showing all insurance coverage and limits carried by the provider.

Licenses and Permits

The proposer shall have, at the time of the proposal, a current Tennessee State EMS Permit to operate and shall obtain all required permits and licenses for operation of an emergency medical ambulance service in Weakley County prior to established date of contract.

Sublease Prohibited

A Contract to provide the emergency medical ambulance service cannot be assigned to another party or the services contracted to another party without the consent of Weakley County.

Contract Terms

All items included in this RFP must be included with the proposal. The proposer must indicate that this RFP and the proposer's written material submitted in response will be included as part of the final contract. All contracts between the parties shall be governed by and enforced in accordance with the laws of the State of Tennessee. In the event a dispute arises, venue shall be in Weakley County. A person with authority to bind the proposer shall sign the proposal and all agreement(s) with Weakley County.

Right to Reject Proposals

Weakley County reserves the right to reject any or all proposals, to waive technicalities or informality and to accept any proposal deemed to be in the best interest of the County. Weakley County reserves the right to seek additional or new proposals and to waive informalities and minor inequities in proposals received. Weakley County reserves the absolute right, in its sole discretion, to reject all proposals for any reason, or no reason, and has absolute right, in its sole discretion, to not accept any of the proposals and not enter into any contract or agreement at all.

Financial Terms and Cost Proposal

The proposer shall include in the response to this Request for Proposal, a specified required financial subsidy, if any shall be requested, for which services will be rendered under the scope of services outlined (Item #6).

Rights to Submitted Material

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other documents provided by companies will become public records and the property of County when received.

Additional Information

All inquiries or requests for additional information relative to this RFP should be directed to:

John H. Liggett, Director of Finance
8319 Highway 22, Suite B
Dresden, TN 38225
Phone Number: (731) 364-5429
E-mail: John.Liggett@wcsk12tn.net

SELECTION PROCESS

The selection of a contractor by Weakley County will involve both objective and subjective elements. The process to be used to make this selection is outlined below.

Request for Proposal (RFP)

This RFP is intended to provide interested providers with uniform information concerning Weakley County's requirements for the operation of a subsidized emergency Ambulance Service. In responding to this RFP, companies must adhere to the included format and use the required forms.

Selection

Following the process described above, the purchasing agent for Weakley County and the Weakley County Commission will make all decisions regarding selection of any potential finalists, contract negotiation, and the award of the contract. The decision of Weakley County will be considered final.

PROPOSAL FORMAT

Proposals should be written in a concise, straightforward, and forthright manner, and superficial marketing statements and materials should be avoided. Proposals must be submitted in a sealed package, and marked on the outside:

“SEALED RFP #2026-12 – AMBULANCE SERVICE”

All received proposals shall remain sealed until the opening of all bids.

Proposals should be organized in the following manner, using forms referenced and contained in the exhibits where appropriate.

Such information that will be helpful to Weakley County in making a determination to award a contract should include:

Item #1: A brief explanation of the qualifications and experience of the proposer, including organizational size and structure and history; experience in the providing of emergency medical transport services; past and present contracts for operation of an emergency transport ambulance service; years in which the services were provided, and if a contract has been terminated, the reason for termination should be detailed.

Item #2: A list of individuals comprising the management team of the proposer, along with a brief history of management’s qualifications and experience. Include other personnel who will be used to carry out the services sought in this RFP if possible.

Item #3: A brief summary of the proposer's policies and procedures related to staffing, management structure, physician input in operations, personnel policies, and employee supervision.

Item #4: The proposer shall submit a sample salary schedule of all employees by position.

Item #5: List the current customers with emphasis on those comparable in size to Weakley County, and list for each the name, title, and telephone number of a person who may be contacted by the County for reference purposes.

Item #6: Financial terms of the proposal, including length, cost, variables, and any other related potential financial terms should be included and detailed within the submitted proposal under following:

Provide the required financial subsidy, if any, to provide the services outlined in the Scope of Services. This should include four (4) ALS ambulances to be staffed as required in the Scope of Services. The explanation should also include the proposer's plans for a minimum of three bases of operation within Weakley County (at least one each in Martin, Dresden, and Greenfield) and an anticipated date of being functional. Plans for rotating ambulances to ensure proper coverage within the geographical boundaries of Weakley County should be detailed as well. This should include a minimum of one ALS ambulance within the geographical boundaries of Weakley County at all times.

Item #7: A copy of the proposer's current classification rating from the State of Tennessee should be provided in the proposal.

Item #8: Copies of all current applicable licenses and permits should be included in the submitted proposal.

Item #9: The name, address, telephone number, and email address of the person with authority to bind the proposer and to answer questions or provide clarification concerning the proposal should be included in the submitted proposal.

Item #10: Any other information that the proposer believes will be helpful to Weakley County in evaluating the proposer's ability to provide the emergency medical transportation services described in this RFP and add value to the citizens of our county may be included.

Item #11: The proposer shall provide a current financial statement. The financial statement should include a balance sheet (dated within the previous six months), a statement of revenues and expenses (dated within the previous three months), and any other applicable financial information. Financial information should also be provided for any parent companies, subsidiaries, or related entities, including real estate holding companies, partner entities, etc. These financial statements should be submitted annually during the term of the awarded contract.

Item #13: The following required exhibits must be included in the proposal:

- Exhibit 1 – Evidence of Insurance Coverage (automobile liability, general liability, and worker's compensation).
- Exhibit 2 – Bidder Certification (Attachment 1).
- Exhibit 3 – Bidder's Affidavit (Attachment 2).
- Exhibit 4 – Drug-Free Workplace Affidavit (Attachment 3).
- Exhibit 5 – The proposer's Form W-9.

ATTACHMENT 1

BIDDER CERTIFICATION

The Director of Finance requests, as a matter of policy, that any consultant or firm receiving a contract or award resulting from this Request for Sealed Bid issued by the County of Weakley, Tennessee, shall make certification as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

I (we) hereby certify that if the contract is awarded to our firm, partnership or corporation that no members of the elected governing body of Weakley County or member of his or her immediate family, including spouse, parents or children or any person representing or purporting to represent any member or members of the elected governing body, has received or has been promised, directly or indirectly any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract under a Request for Proposal.

Handwritten Signature of Authorized Principal(s):

Name: _____

Title: _____

Name of Firm/Partnership/Corporation:

Date: _____

ATTACHMENT 2

BIDDER'S AFFIDAVIT

_____ hereby certifies that neither it nor it's agent, nor any other party for it, has paid or agreed to pay, directly or indirectly, to any person, firm or corporation any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be paid hereafter.

We further certify that no Employee of the Employer owns directly or indirectly, any interest in the bidding company or agency of any of its subsidiaries except: (List names and percent of ownership for any exceptions).

Agency: _____

Signed: _____

Date: _____

ATTACHMENT 3

DRUG-FREE WORKPLACE AFFIDAVIT

STATE OF _____

COUNTY OF _____

The undersigned, principal officer of _____, an employer of five (5) or more employees contracting with Weakley County government to provide construction services, hereby state under oath as follows:

1. The undersigned is a principal officer of _____ (hereinafter referred to as the "Company"), and is duly authorized to execute this Affidavit on behalf of the Company.

2. The Company submits this Affidavit pursuant to T.C.A. Section 50-9-113, which requires each employer with no less than five (5) employees receiving pay who contracts with the state or any local government to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with Title 50, Chapter 9, of the *Tennessee Code Annotated*.

3. The Company is in compliance with T.C.A. Section 50-9-113.

Further affiant saith not.

Principal Officer

ATTACHMENT 4

WEAKLEY COUNTY IRAN DIVESTMENT ACT COMPLIANCE

The Iran Divestment Act of 2016, effective as of July 1, 2016, is codified at Tenn. Code Ann. § 12- 12-101 et seq. The Iran Divestment Act, with certain exceptions, prohibits local governments, including Weakley County, from entering into contracts with persons or entities engaged in investment activities in the energy sector of Iran. Pursuant to the terms set forth in Tenn. Code Ann. § 12-12-105, a person engages in investment activities in the energy sector of Iran if:

- (1) The person provides goods or services of twenty million dollars (\$20,000,000) or more in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran; or
- (2) The person is a financial institution that extends twenty million dollars (\$20,000,000) or more in credit to another person, for forty-five (45) days or more, if that person will use the credit to provide goods or services in the energy sector in Iran and is identified on a list, created pursuant to § 12-12-106, as a person engaging in investment activities in Iran as described in this section.

This Act requires the State of Tennessee's chief procurement officer to publish on the State's web site a list of persons it determines engage in investment activities in Iran (the "Prohibited Entities List").

Any BIDDER that is on the Prohibited Entities List will be ineligible to contract with Weakley County.

Pursuant to the Act, any BIDDER that attempts to contract with Weakley County must certify, at the time the bid is submitted, that the BIDDER is not identified on the Prohibited Entities List. A bid shall not be considered for award, nor shall any award be made, where the BIDDER fails to submit a signed and verified Bidder's Certification.

ATTACHMENT 5

BIDDER'S CERTIFICATION OF COMPLIANCE WITH IRAN DIVESTMENT ACT

Tenn. Code Ann. § 12-12-101 et seq.

Comes _____ (Printed name of Principal Officer of Company), for and on behalf of _____, (the "Company") and, after being duly authorized by the Company so to do, makes oath that:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to the Iran Divestment Act, Tenn. Code Ann. § 12-12-106.

Signature

Title: _____

Sworn to and subscribed before me, a Notary Public, this ____ day of _____, 20__.

_____ Notary Public

My Commission Expires: _____