



City of Tigard

FINANCE AND INFORMATION SERVICES

Notice of Intent to Award

Date: March 4, 2019

Re: **NOTICE OF INTENT TO AWARD A CONTRACT**
Insurance Agent of Record

On January 3, 2019, the city received two (2) bids in response to an Request for Proposal for the Insurance Agent of Record Services. Upon review of the received proposals, the city has made a determination that Brown & Brown Northwest has submitted the proposal that best meets the city's current needs and will receive a recommendation by staff for contract award.

Staff will present their recommendation of award to the Tigard Local Contract Review Board at their March 26, 2019 business meeting at Tigard City Hall located at 13125 SW Hall Boulevard, Tigard, Oregon 97223. Public comment will be taken at this time.

Any protests to this decision must be submitted to the Purchasing Office within seven (7) calendar days from the date of issuance of this Notice of Intent to Award. Any written protest shall specify the grounds upon which the protest is based. All written protests shall be directed to:

City of Tigard
Attn: Purchasing Office
13125 SW Hall Blvd.
Tigard, Oregon 97223

Complete rules regarding protests may be found in Tigard's Public Contracting Rules, Section 30.135, as found at www.tigard-or.gov. If you have any questions about this Notice of Intent to Award, please contact Jamie Greenberg, Purchasing Assistant, at either (503) 718-2492 or jamic@tigard-or.gov.