



THE CITY OF DAYTONA BEACH
PURCHASING AGENT

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TO: James V. Chisholm, City Manager

FROM: Kirk Zimmerman, Buyer

DATE: June 15, 2020

SUBJECT: Selection Committee
Employee Benefits consulting 2020
RFP 20464

COPY: Michael Stallworth, Business Enterprise Manager
Patricia Bliss, CFO
James Sexton, Human Resources Director
Mark E. Jones, Risk Manager/Project Manager
Kira Honse, Assistant City Attorney

The City's Selection Committee convened on June 11, 2020 to review the Proposals received in response to the referenced Request for Proposals, and to score those proposals in accordance with the evaluation criteria published in the RFP. The Selection Committee recommends award of 1 project specific continuing contract and that contract negotiations be conducted with the top ranked firm as indicated on the short list below:

1. Brown & Brown of Florida Daytona Beach, FL

The final negotiated contracts will be presented to the City Commission for approval.

If you agree with the Committee's recommendations, please sign below and return a copy of this memo to my attention. If you wish to discuss the matter further, please call me at extension 8081. Thank you.

Approved: _____

Date: _____

6/17/2020

898/12