



THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

Post Office Box 2451
Daytona Beach, Florida 32115-2451

Phone (386) 671-8080
Fax (386) 671-8085

**** Notice of Intent to Award ****

Date: **December 20, 2019**
Subject: **Property & Casualty Insurance Brokerage Services**
City Contact: **Kirk Zimmerman, Buyer**
Anticipated Commission
Meeting Date: **January 22, 2020 or later**

The Daytona Beach City Commission will consider award of the subject contract at their regular meeting on listed above to:

Recommended Vendor: **Brown & Brown of Florida, Inc.**
220 Ridgewood Avenue
Daytona Beach, FL 32114

The submittal has been reviewed and determined to be responsive and responsible.
The contract has been negotiated.

The recommended Contractor listed above will:

1. Print the Notice page and the Signature page, complete the Notice information in Section 6, sign the signature page, email it to the sender, and send the original to Kirk Zimmerman, Buyer, Daytona Beach Purchasing Division, PO Box 2451, Daytona Beach, FL 32115-2451.
2. By returning the signed signature page you agree to the Contract as presented in its entirety, without changes. Contractor grants permission for the City to attach the signed signature page to the PDF Contract which, once attached, will serve as an original copy of the Contract as indicated in the footer. If Contractor desires to negotiate changes please return a marked up copy to the senders email.
3. Email a copy of insurance certificate(s) evidencing the required coverage at the contractual limits to Kirk Zimmerman (purchasing@codb.us). Risk Management will review the certificate to ensure it is compliant with the contract and you will be advised of any discrepancies.
4. Also, please send a copy of your W-9 to purchasing@codb.us if this is your first contract award by the City, and indicate if you are a minority or woman-owned business.

Should you have any questions regarding this notice please contact us at 386-671-8080.