



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

TO: James V. Chisholm, City Manager
FROM: Kirk Zimmerman, Buyer
DATE: December 18, 2019
SUBJECT: **Selection Committee
Property & Casualty Insurance Brokerage Services
RFP 20181**
COPY: Michael Stallworth, Business Enterprise Manager
Patricia Bliss, CFO
James Sexton, Human Resources Director
Mark Jones, Risk Manager
Kira Honse, Assistant City Attorney

The City's Selection Committee convened on 12/18/2019, to review the Proposals received in response to the referenced Request for Proposal, and to score those proposals in accordance with the evaluation criteria published in the RFP. The Selection Committee recommends award of 1 contract and that contract negotiations be conducted with the top ranked firm as indicated on the short list below:

1. **Brown & Brown, Inc.** - **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: _____