



RISK MANAGEMENT & PURCHASING
1140 EAST PARKER STREET
LAKELAND, FL 33801

NOTICE
REQUEST FOR PROPOSAL
EMPLOYEE BENEFITS BROKER/CONSULTANT

APRIL 12, 2024

2024-RFP-224

The Selection Committee, for the above referenced RFP will be meeting on Monday, April 15, 2024 from 1:00 p.m. until approximately 4:30 p.m., in the Risk Management & Purchasing Bid Room, 2nd floor, located at 1140 E. Parker Street, Lakeland, FL 33801. The committee members will be conducting interviews from three (3) firms, pursuant to the above referenced solicitations and other related matters.

**Please note that while this is a publicly noticed open meeting, it will be conducted pursuant to Fla. Stat. 286.0113 (2) (b) 1. And 2. As a result, the presentations will be closed to the public and will be recorded in accordance with Florida statutory requirement. Presentations are scheduled from 1:00 p.m. to 3:45 p.m. The Public meeting will begin at 4:00 p.m.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding, or those requiring language assistance (*free of charge*) should contact the City of Lakeland ADA Specialist, Kristin Meador, no later than forty-eight (48) hours prior to the proceeding, at (863) 834-8444, Email: kristin.meador@lakelandgov.net. **If hearing impaired**, please contact the **TDD numbers**: Local – (863) 834-8333 or 1-800-955-8771 (TDD-Telecommunications Device for the Deaf) or the **Florida Relay Service** Number 1-800-955-8770 (VOICE), for assistance.