

RFP 2080 Selection Committee Meeting April 8, 2022 Minutes

Selection Committee for the above-mentioned RFP held a selection committee meeting on Friday, April 8, 2022 commencing at 11:02 a.m. in Conference Room 1B of the Lakeland Electric Administration Building, 501 E. Lemon Street, Lakeland, Florida.

Committee Members Present: David Bayhan, Assistant Director of Water Utilities; Michael Brossart, Finance Director; Joyce Dias, Director of Risk Management & Purchasing; Gina Jacobi, LE Asst GM – Fiscal Operations; Sara McCarley, City Commissioner; Bryan Riley, Risk Manager; Oscar Torres, CIO & Director of Information Technology.

Other Attendees: Tara Walls, Senior Purchasing Agent; two members of the public.

Discussion: Tara explained the purpose of today’s meeting was to discuss the submittals and scoring/ranking of the firms for this RFP. There was discussion by all committee members. All committee members agreed to submit their score sheets and the results are as follows:

Firms	Score	Ranking
Risk Management Assoc Inc / Brown & Brown Inc	636.30	1
Arthur J Gallagher Risk Management Svcs Inc	591	2
RSC Insurance Brokerage Inc dba Gehring Group	507	3

The committee had discussion regarding the selection of firms. The committee decided to invite the top two ranked firms to give a presentation as we continue through the selection process. Tara tentatively scheduled that meeting for April 20th and the committee agrees with keeping that date. Committee members will send any interview questions or topics to Tara as soon as possible, for us to provide to the firms. There being no further business to come before the Committee, the meeting was adjourned at 11:37 a.m. These minutes are the official minutes of the Selection Committee meeting held on Friday, April 8, 2022.

Submitted by: **Tara T. Walls, CPPB, Senior Purchasing Agent**