



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

**NOTICE
REQUEST FOR PROPOSAL**

EMPLOYEE BENEFITS BROKER / CONSULTANT

APRIL 28, 2021

R.F.P. NO. 1103

The City of Lakeland Selection Committee, for the above referenced RFP will be meeting on Friday, April 30, 2021 from 10:00 a.m. until approximately 12:15 p.m., and on Tuesday, May 4, 2021 from 11:00 a.m. until approximately 1:30 p.m., in the City of Lakeland Purchasing Bid Room 2nd Floor, located at 1140 East Parker St. Lakeland, FL 33801. The committee members will be conducting interviews from four (4) 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 on Friday from 10:00 a.m. to 12:15 p.m. and on Tuesday from 11:00 a.m. to 1:15 p.m. The Public portion of the meeting will begin at 1:15 p.m.

AS COVID-19 significantly impacts the community, we want to reassure you that the health and safety of our citizens and City staff is extremely important to us. If you would like to attend the public meeting at 1:15 p.m., please send me an e-mail, so I may properly accommodate everyone. The City of Lakeland facilities are still under Covid-19 restrictions: social distancing, masks, and temperature checks.

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, Jenny Sykes, M.S., no later than forty-eight (48) hours prior to the proceeding, at (863) 834-8444, Email: jenny.sykes@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.