

**RFP 2080 Selection Committee Meeting May 5, 2022 Minutes**

Selection Committee for the above-mentioned RFP held a selection committee meeting on Thursday, May 5, 2022 commencing at 3:40 p.m. in the Risk Management & Purchasing Bid Room, 1140 E. Parker Street, Lakeland, Florida.

**Committee Members Present:** 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; Mark Raiford, Purchasing Manager; Emily Colon, Assistant City Manager & Mgr of Innovation & Strategy; Palmer Davis, City Attorney; and one member of the public.

**Discussion:** Tara explained the purpose of today’s meeting was to discuss the revision to final overall scoring, review clarification responses from both interviewed firms (Arthur J Gallagher Risk Mgmt Svcs and Risk Management Assoc Inc / Brown & Brown) and then reach a consensus on how to move forward. A revised overall scoresheet (totals below) was provided to committee members along with the clarification responses from the two firms. Committee members reviewed and then had discussion.

<b><u>Firms</u></b>	<b><u>Score</u></b>
Risk Management Associates Inc / Brown & Brown Inc	1235.85
Arthur J Gallagher Risk Management Services Inc	1227

Members voiced their concerns and comments regarding both firms and ultimately a motion was made by Mike Brossart to award to Arthur J Gallagher Risk Management Services, Inc., waiving Local Preference and based on Brown & Brown Inc.’s lack of stated experience in the power generation field. Gina Jacobi seconded the motion. The committee members voted and it passed 4-2.

After the vote, Mark reminded the committee members about exparte communication and that they should not have any contact with the firms until after Commission approval. The committee members were also instructed not to have discussion with each other until after Commission approval.

There being no further business to come before the Committee, the meeting was adjourned at 4:27 p.m. These minutes are the official minutes of the Selection Committee meeting held on Thursday, May 5, 2022.

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