



**REQUEST FOR PROPOSALS**  
**#GS2018-06: INSURANCE AND RISK MANAGEMENT SERVICES**

The City of St. Augustine is soliciting written proposals from qualified firms or individuals to provide the City of St. Augustine with viable options from qualified insurance carriers for casualty, property insurance and risk management services for the 2018/2019 policy term to include coverage for liability, buildings, content/business and personal property, EDP hardware and software, automobile physical damage, workers compensation, marina liability, inland marine, statutory AD&D, miscellaneous property, and extra expense.

**NON-MANDATORY PRE-PROPOSAL CONFERENCE**  
**TUESDAY, APRIL 3, 2018**  
**9:30 A.M. EDT**  
**General Services Conference Room**  
**75 King Street, Lobby D - 4<sup>th</sup> Floor**  
**St. Augustine, Florida 32084**

Proposals will be received at the Office of the City Manager until 2:00 P.M. EDT, Friday July 20, 2018. Any proposal received after the above time and date will be rejected and returned unopened. The proposals shall be mailed or delivered in person to:

Mailing Address  
City of St. Augustine  
Office of the City Manager  
Attn: Timothy W. Fleming  
P.O. Box 210  
St. Augustine, FL 32085-0210

Physical Address  
City of St. Augustine  
Office of the City Manager  
Attn: Timothy W. Fleming  
75 King Street, 4<sup>th</sup> Floor, Lobby A  
St. Augustine, FL 32084

Request for Proposals and Qualification Requirements may be obtained from: City of St. Augustine, General Services Department; Lobby "D" 4<sup>th</sup> Floor; 75 King Street; St. Augustine, FL 32084 or by contacting Ms. Vicki Wilder, General Services Administrative Coordinator, at (904) 825-1010 or, via email, at [vwilder@citystaug.com](mailto:vwilder@citystaug.com) . Vendors registered with DemandStar.com, Inc. can

download RFP Package No. RFP-GS2018-06-0-2018/TF at no cost from their website - [www.demandstar.com](http://www.demandstar.com)

The City of St. Augustine reserves the right, which is understood and agreed to by all respondents, to reject any or all proposals submitted, and to waive any informality or irregularity in proposals received. The City also reserves the right to award a contract on such material(s) as the City deems to be in its best interest.

The City of St. Augustine is an Equal Opportunity employer. MBE/WBE/DBE businesses are encouraged to participate. The City of St. Augustine supports Equal Opportunity Employment, Fair Housing, Drug Free Workplace and Providing Handicapped Access.

**CITY OF ST. AUGUSTINE**  
**DEPARTMENT OF GENERAL SERVICES**  
**Timothy W. Fleming, Deputy Director**