



MEMORANDUM

Date: September 25, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

CC: Christina Bervaldi
Director of Finance

From: Lucas Torres-Bull
Procurement Manager

Subject: **File ID 25-4329 – Authorizing the award of a contract to Public Risk Management for the provision of Property and Casualty Insurance for the City of Key West in response to Request for Proposals (RFP) No. 25-014; Authorizing the City Manager to execute necessary documents in compliance with applicable procurement requirements.**

Introduction

Staff recommends that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate a contract and execute subsequent contract with Public Risk Management for the provision of Property and Casualty Insurance deriving from Request for Proposal (RFP) 25-014.

Background

On June 26, 2025, at 8:00 a.m. (Eastern Daylight Time), a Request for Proposals (RFP) was publicly advertised in *The Citizen* newspaper and posted on DemandStar. In response, sealed bids were received and formally opened on August 18, 2025, in the Office of the City Clerk. The City received two proposals, submitted by Brown & Brown and Public Risk Management.

Following the bid opening on August 18, 2025 the City advertised in the Citizen the notice of the selections committees meeting date, time, and location which was sent to the Citizen on July 18, 2025 which was published in the local newspaper on Thursday July 19, 2025. Following this notice, the selection committee met to review the proposals provided to the City by Brown & Brown and Public Risk Management.

It should be noted that upon the selections committees review/scoring of the proposals provided, Public

Risk Management was selected as the best fit proposers to fulfil the city insurance requires as it pertains to property and casualty insurance.

Procurement

The proposed Fiscal Year 2025-2026 budget contains sufficient funding for coverages proposed for acceptance. The City's property and casualty insurance policies are budgeted in Insurance Fund account number 502-1952-519-4500 and the City's Worker's Compensation policy is budgeted in Insurance Fund account number 502-1953-519-4500.

Recommendation

Staff recommends that the Mayor and City Commission approve a resolution authorizing the City Manager, or designee, to negotiate a contract and execute subsequent contract with Public Risk Management for the provision of Property and Casualty Insurance deriving from Request for Proposal (RFP) 25-014.

Attachments:

Resolution
Cover Memorandum
RFP 25-014 – Property and Casualty Insurance
Bid Memo
Proposals: Brown & Brown, Public Risk Management
Coverage Document
Exposure Workbook
Statement of Values
Loss Experience