RESOLUTION NO. 25-259

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE AWARD OF A CONTRACT TO PUBLIC RISK MANAGEMENT TO PROVIDE PROPERTY AND CASUALTY INSURANCE FOR THE CITY OF KEY WEST, FLORIDA IN RESPONSE TO THE CITY'S REQUEST FOR PROPOSAL (RFP) #25-014; AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO NEGOTIATE A CONTRACT WITH PUBLIC RISK MANAGEMENT IN ACCORDANCE WITH RFP #25-014 AND IN THE BEST INTEREST OF THE CITY; AUTHORIZING THE CITY MANAGER TO EXECUTE THE NEGOTIATED CONTRACT AND ANY NECESSARY RELATED DOCUMENTS AND/OR BUDGET TRANSFERS/ADJUSTMENTS, UPON ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on June 26, 2025, the City's Request for Proposals (RFP)#25-014 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 (2) proposals submitted by Brown & Brown and Public Risk Management; and

WHEREAS, on September 2, 2025, the Selection Committee met to evaluate/score the two (2) proposals received by the City in response to RFP #24-014 submitted by Brown & Brown and Public Risk Management; and

WHEREAS, Public Risk Management was selected by the Selection Committee as the best fit proposer to fulfill the City's insurance requirements as it pertains to property and casualty insurance; and

WHEREAS, the proposed budget for Fiscal Year 2025-2026 contains sufficient funding for the property and casualty insurance coverages set forth in the proposal submitted by Public Risk Management. The City's property and casualty insurance policies are budgeted in Insurance Fund Account #502-1952-519-4500 and the City's Worker's Compensation policy is budgeted in Insurance Fund Account #502-1953-519-4500; and

WHEREAS, staff recommends the Mayor and City Commission authorize the City Manager, or designee, to negotiate and execute a contract with Public Risk Management for the provision of property and casualty insurance in accordance with the City's Request for Proposal (RFP) #25-014;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA AS FOLLOWS:

Section 1: That the City Commission hereby approves awarding a contract to Public Risk Management to provide property and casualty insurance for the City of Key West, Florida, pursuant to their submitted proposal and the results of the review/evaluation of the RFP #25-014 Selection Committee.

Section 2: That the City Commission hereby authorizes the City Manager, or designee, to negotiate a contract with Public Risk Management to provide property and casualty insurance for the City of Key West, Florida, in accordance with RFP #25-014 and in

the best interest of the City. The City's property and casualty insurance policies are budgeted in Insurance Fund Account #502-1952-519-4500 and the City's Workers Compensation Policy are budgeted in Insurance Fund Account #502-1953-519-4500.

Section 3: That the City Commission hereby authorizes the City Manager to execute the negotiated contract and any necessary related documents, administrative actions and budget transfers/adjustments, upon advice and consent of the City Attorney.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

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Passed and adopted by the City Commission at a meeting held this 25th day of September, 2025.

Authenticated by the Presiding Officer and Clerk of the Commission on the 26th day of September, 2025.

Filed with the Clerk on September 26, 2025.

Mayor Danise Henriquez	Yes
Vice Mayor Donald "Donie" Lee	Yes
Commissioner Lissette Carey	Yes
Commissioner Aaron Castillo	Yes
Commissioner Monica Haskell	Yes
Commissioner Mary Lou Hoover	Absent
Commissioner Sam Kaufman	Yes

DANISE HENRIQUEZ, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK

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