

DEPARTMENT RECOMMENDATION OF BID (ITB, RFP, BEB, RFQ) INTENDED AWARD

To: Purchasing, Box 32

Attn: Gayle Dykeman (Buyer)

Bid #: RMDX-210000-GD

Bid Due Date: September 30, 2020

Bid Title: Group Life Insurance

NO AWARD - REJECT ALL BIDS

Justification for No Award:

- Bids over budget
Only one bid received
Other (provide detailed explanation:)

IMPORTANT: The blackout period is in effect until the contract is awarded including City Commission approval. Violation of this provision shall result in disqualification of the bidder/vendor.

RECOMMENDATION FOR INTENDED AWARD

If straight low bid (no evaluation - i.e. construction, materials):

Recommended Bidder:

Bid award amount: \$

Justification for the Recommendation:

OR

If BEB/RFP/RFQ (turn in evaluation notes, comments points, etc.). Recommended Ranking:

Table with 2 columns: Vendor, Ranking. Rows include The Standard* (Ranking 1), Symetra Life Insurance Company (Ranking 2), Metlife Group Life Insurance (Ranking 3), The Hartford (Ranking 4), and empty rows for 5, 6, 7.

Bid award amount: \$1,201,932 - three year contract (\$400,644/year)

*Recommended for award

Justification for the Recommendation:

The Procurement Division facilitated a Request for Proposal (RFP) for Group Life Insurance for the Office of Risk Management. The solicitation (#RMDX-210000-GD) was posted on Demandstar and received seven (7) submittals. Of the 7 submittals, four (4) met the minimum requirements for the RFP. The four remaining vendors were evaluated and the rankings indicate the recommended Vendor, The Standard, was the least expensive and most responsive to the solicitation.

I hereby certify the recommended straight low bidder/vendor ranked No. 1 is the most responsive and responsible bidder meeting all requirements, certifications, forms, and/or minimum criteria/qualifications listed below (include qualifications/requirements directly from ITB, RFP, BEB, RFQ document):

- Three empty checkboxes with lines for additional bidder/vendor information.

Recommended by: [Signature]

Phone: 352 393 8895

SIGNATURE

Tiffany Watts-Chestnut

PRINTED NAME

Title: Benefits Manager

Date: 10/9/2020

IMPORTANT: The Project Manager is responsible for initiating, completing and executing the contracts. Fully signed (including City Attorney and City Commission approval) contracts are forwarded to Purchasing for the issuance of a purchase order.

City Commission required: Yes City Commission meeting on (date confirmed of approved agenda item).

No City Commission approval is not required: (Indicate Policy exemption section (i.e. Sec 7.1(c))

Vendor is NOT active in the Advantage Financial System - Department is responsible to obtain appropriate documentation to activate vendor.

Award recommendation - 9/2007;4/2008;11/2008;10/2011;3/2012;4/2012;6/4/2012;4/1/2013;4/29/13;10/01/2013;12/17/2014