# LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

# REQUEST FOR PROPOSALS

**Brokerage Services for Property & Casualty and Workers’ Compensation Insurance**

Sealed qualification proposals for Brokerage Services for Property & Casualty and Workers’ Compensation Insurance will be received by Lehigh Acres Municipal Services Improvement District, 601 East County Lane, Lehigh Acres, FL 33936 on or by: **July 17, 2023, No Later Than 2:00 P.M. (EST).**

All sealed proposals that are timely received will be publicly opened. Proposals received after the cut-off date and time will not be considered. The District time stamp shall be conclusive as to the timeliness of filing. The District is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by a specified time so that a proposal can be considered.

# SCOPE OF SERVICES: Lehigh Acres Municipal Services Improvement District is soliciting brokerage services for Property & Casualty and Workers’ Compensation Insurance including Property & Casualty broker services to routinely evaluate risks and make recommendations for the appropriate mitigation of those risks in a cost-beneficial way, Workers’ Compensation broker services, assistance with the annual renewal process for all Property & Casualty and Workers’ Compensation insurance coverages available. Insurance coverage to begin October 1, 2023.

The Request for Proposals packet is available for pick-up or will be mailed or transmitted electronically to your office upon request.

# Contact: LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT

**601 East County Lane Lehigh Acres, FL 33936**

**Telephone: (239) 368-0044**

**Fax: (239) 368-5412**

**Attention: Dave Lindsay, District Manager**

**Email:** **dlindsay@la-msid.com**

**Office Hours: MONDAY – THURSDAY, 7:00 A.M. TO 5:30 P.M.**

Lehigh Acres Municipal Services Improvement District reserves the right to accept or reject any or all proposals, to waive any minor irregularities in proposals. The District reserves the right to terminate the process or re-advertise and solicit new or additional proposals. The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Lehigh Acres Municipal Services Improvement District and the firm selected. There is no implied obligation to reimburse responding firms for any expenses in the development of their proposal.

Lehigh Acres Municipal Services Improvement District encourages minority owned and small businesses to participate on this project.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid on a Contract to provide any goods or services to a public entity, may not submit a Bid on a Contract with a public entity for the construction or repair of a public building or public work, may not be awarded or perform Work as a Contractor, Supplier, Subcontractor, or Consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

Applicants and individuals acting on behalf of such applicant should not lobby the District’s personnel or Board members since such activity will result in the rejection and disqualification of said applicant for the District Auditor position. For purposes of this Request for Proposals, the term “lobbying” is defined as an action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation or others seeking to influence the selection process by or through the District’s Board Members or personnel after the initial publication of this Notice and through the time that an award recommendation is issued by the District’s Board of Commissioners.

# BY ORDER OF THE BOARD OF COMMISSIONERS, LEHIGH ACRES MUNICIPAL SERVICES IMPROVEMENT DISTRICT.