

PROPOSALS, SEALED BIDS, RFPS

SEBRING AIRPORT AUTHORITY

PROPERTY & CASUALTY INSURANCE

REQUEST FOR PROPOSAL

RFP #24-02

Sebring Airport Authority (hereafter referred to as SAA), Highlands County, wishes to receive competitive proposals for property and casualty insurance.

This request for Proposals is intended to serve as a reference against which the actual proposals will be prepared. This information is being supplied as a supplement to information your firm may already have or wish to assemble. The objective of this summary is to assure that each proposer is basing their proposal on the same data.

GENERAL CONDITIONS: The Scope of Work is on file and available for public inspection at the office of Colleen Plonsky, Director of Finance, Sebring Airport Authority, 128 Authority Lane, Sebring, FL 33870. You may reach Colleen Plonsky at 863-314-1302 or email at cplonsky@sebring-airport.com or you may go to www.sebring-airport.com and click on Projects to Bid. All questions regarding the RFP and associated Scope of Work must be in writing and directed to SAA's consultant, Ben Few & Company, Inc. via email at ben@benfew.com and the words SAA RFP# 24-02 must be in the subject line of all email(s).

PROPOSAL RETURN DATE

Sealed proposals must be received by SAA on or before 2:00pm., local time on Wednesday, July 10, 2024. Proposals must be sent to the following address:

Sebring Airport Authority
Attn: Colleen Plonsky, Director of Finance
128 Authority Lane
Sebring, FL 33870

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Proposals will be promptly opened at 2:00pm in the Board Room of SAA at the above-mentioned address, date, and time. The submission should include one original with signature, 2 paper copies and one digitized copy, complete with signature on a thumb drive.

The package or envelope should be clearly marked "RFP #24-02 Property and Casualty Insurance Due: July 10, 2024.

NO PROPOSAL WILL BE CONSIDERED IF NOT RECEIVED BY THE DEADLINE SPECIFIED.

INSPECTIONS-ADDITIONAL INFORMATION

The following individual should be contacted prior to any on-site inspection by insurance company personnel.

Colleen Plonsky
Director of Finance
Sebring Airport Authority
128 Authority Lane
Sebring, FL 33870
Email: cplonsky@sebring-airport.com

Additional information or clarification with respect to this RFP can be found from:

Ben Few
President
Ben Few & Company, Inc.
4560 Via Royale, Suite #3
Fort Myers, FL 33919
Email: ben@benfew.com

All requests for additional information must be submitted in writing and received by the Authority no later than May 24, 2024. If necessary, addenda will be issued.

TAXES: SAA, a governmental entity, is exempt from Florida Sales Tax. Tax exemption certificates will be furnished upon request.

AWARD/ACCEPTANCE: The SAA reserves the right to accept or reject any of all proposals or any parts thereof, and the award, if an award is made, will be made to the most responsive responsible bidder whose bid and qualifications indicate that the award will be in the best interest of the SAA. The SAA reserves the right to waive irregularities in the proposal.

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OBLIGATION OF BIDDER: The failure or omission of any bidder to examine any form, instrument, site, or document shall in no way relieve any bidder from any obligation in respect to his/her bid.

DISABILITY, SAA does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of SAA's functions, including one's access to participation employment or treatment in its programs or activities. Anyone requiring reasonable accommodations as provided for in the Americans with Disabilities Act or Section 286.26 of the Florida Statutes should contact Jami Olive, SAA ADA Coordinator at 863.655.6444, by Florida Relay Services 711, or by email at jolive@sebring-airport.com Request for CART or interpreter services should be made at least 24 hour in advance to permit coordination of the service.

RESTRICTION OF CONTRACT/LOBBYING: From the issue date of this RFP until a determination is made regarding the award of a Proposer's proposal, all contacts with Sebring Airport Authority (SAA) personnel/Board of Directors concerning this RFP must originate with the SAA. Any violation of this condition is cause for SAA to reject the Proposer's proposal. If it is later discovered that any violations have occurred, SAA may reject any proposal or rescind any contract awarded pursuant to this RFQ. The Proposer must agree to make no other distribution of any part of their proposal beyond that made to the SAA. A Proposer who shares information contained in their proposal with other Firm and/or competing Proposer personnel may be subject to disqualification.

Sebring Airport Authority

By: /s/Mike Willingham

05/2/2024