STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Meeting **MEETING DATE:** September 1, 2026

FROM: Mike Null, Interim City Manager

SUBJECT: Award of Bid 2026-05 – Property, Casualty, Automobile, and Workers Compensation Insurance Services, to Florida League of Cities, Inc. ***Mike Null***

BACKGROUND

As part of the FY2026-2027 budget process, staff issued a bid for property, casualty, automobile and workers compensation insurance services. This contract had not been competitively bid in many years. The current fee paid for all the above services is $794,990. The bid was issued with the following scoring criteria:

- Qualifications of Insurance Company, Agent or Broker – 10%
- Experience of Team – 10%
- Responsiveness to and Understanding of Requested Scope – 20%
- Price Proposal – 60%.

The evaluation committee included Stacey Brown, Interim HR Director, Marsha Lowry, Finance Director, Erin West, City Clerk, and Mike Null, Interim City Manager.

Three responses were received from Florida League of Cities, Risk Management Associates, and World Risk Management. While price was not the sole determining factor, the price proposals were $538,880, $556,324, and $516,589 respectively. The committee convened on August 20, 2026 to review their individual scores and discuss overall award recommendation. Based on the scores and review of the proposals, the committee recommends award to Florida League of Cities, Inc. As outlined in the bid documents, staff recommends award of this bid for one (1) year, with the option to renew for four (4) additional one-year terms with mutually agreed upon rates.

Attached are the individual score sheets and bid tabulation for Council review.

FISCAL IMPACT

This competitive bid process has resulted in annual savings of $256,110 (32%) to the city budget.

RECOMMENDATION

Award Bid 2026-05 – Property, Casualty, Automobile, and Workers Compensation Insurance Services, to Florida League of Cities, Inc. for Fiscal Year 2026-2027, with the option to renew for four (4) additional one-year terms with mutually agreed upon rates.