

**ADVERTISEMENT FOR BIDS
RIVIERA BEACH HEIGHTS
BROKER OF RECORD FOR PROPERTY AND LIABILITY
INSURANCE
BID #743-16**



The City of Riviera Beach (City) is requesting proposals from qualified professionals to provide Broker of Record Services for the City of Riviera Beach Property and Liability Insurance.

This solicitation provides guidelines for submission and outlines the essential services desired for the engagement. Submittals will be accepted at the **City of Riviera Beach, Office of the City Clerk, 600 West Blue Heron Boulevard, Suite #140, Riviera Beach, FL 33404, until May 18, 2016 until 1:00 pm (EST)**.

Late submittals will not be accepted or considered.

This Public Solicitation document, including a scope of services may be obtained at the City of Riviera Beach, Purchasing Department, 2051 MLK Blvd., Suite 310, Riviera Beach, FL 33404.

Additionally, solicitations may be obtained by visiting the City's web-site at www.rivierabch.com

No phone calls may be made related to this solicitation in accordance with the Cone of Silence. All inquiries shall be directed to the City Purchasing Manager, dmealy@rivierabch.com

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. The City reserves the right to reject any or all proposals, to waive all nonmaterial irregularities, to readvertise, and to cancel any solicitation when it is the best interest of the City.

PLEASE SUBMIT ONE ORIGINAL HARD COPY, FIVE (5) BOUND HARD COPY AND FIVE (5) DIGITAL COPIES ON CD\DVD\USB DEVICE OF YOUR PROPOSAL.

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City website www.rivierabch.com –

04/24/2016
04/25/2016