

## City of Cocoa – Invitation to Public Bid

Notice is hereby given that the City of Cocoa Florida will accept Sealed Proposals in the form of one (1) original and one (1) copy, bound within a 1-2” binder at the office of the Purchasing & Contracts Manager for the City of Cocoa, located at 65 Stone St., Cocoa, Florida 32922, until **3:00pm, March 4<sup>th</sup>, 2020** and will be publicly opened and read aloud at 3:00pm that same day, at Cocoa City Hall, in the 3<sup>rd</sup> floor conference room, for the following:

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### **Insurance Broker Services – Employee Benefits**

**RFP # P-20-09-COC**

Documents available on DemandStar

**February 3<sup>rd</sup>, 2020**

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The City of Cocoa is requesting proposals from qualified suppliers/consultants for Insurance Broker Services to perform consulting services related to the design, solicitation process and overall administration of medical, dental, vision, life, disability, wellness, compliance, voluntary and ancillary/supplemental benefits, and online enrollment platform. Please note that the City of Cocoa is not asking for nor authorizing the solicitation of proposals from insurance carriers at this time. No commitments for future purchases for this or any other project are implied and responding firms should not infer any such intentions by the City.

The City of Cocoa currently contracts for health insurance benefits including self-insured medical, dental, and vision insurance, life insurance, short and long-term disability, flexible spending accounts, and Employee Assistance Programs, along with various supplemental accident and life policies. In addition to full-time employees being eligible for group benefits, the City also covers 160 retirees under our health insurance benefits (Group and Medicare Advantage, dental, and vision plans). The City operates on a fiscal benefit year of October 1 to September 30 on all benefit policies, with the exception of the Medicare Advantage Plan. The Open enrollment period is generally held in the July timeframe.

All services performed shall be in accordance with the specifications pertaining thereto, which may be examined at the office of the Purchasing & Contracts Manager, located at 65 Stone St., Cocoa, Florida 32922. Copies of all documents, including blank bid/proposal forms, may be obtained from DemandStar by visiting their web site at <http://www.DemandStar.com>, or by phone at 1 (800) 711-1712. You may contact the City of Cocoa Purchasing Division in person, by phone: (321) 433-8833, fax: (321) 433-8860, or by email: [purchasing@cocoafl.org](mailto:purchasing@cocoafl.org). Small Business Set Asides (i.e. Woman Owned, Minority, Veteran, Disadvantaged etc.) are encouraged to submit bid/proposals concerning this solicitation.

This City of Cocoa supports local contractors and offers a five (5%) percent preference given to Brevard County contractors / contractors whose physical business address is within the physical boundaries of Brevard County and such location is evidenced by the local business tax receipt issued for at least six (6) months prior to the date the bid is submitted. P.O. Boxes shall not be considered a physical business address. The City reserves the right to reject any or all bid/proposals, with or without a cause; to waive technical errors and informalities; and to award bid/proposals to the lowest responsive, responsible bid/proposer. One or more of the City Council members may be present at the bid/proposal opening.

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**Publish in The Florida Today Public Newspaper on:**

**February 6<sup>th</sup>, 2020**

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