

**SANFORD AIRPORT AUTHORITY  
NOTICE TO BIDDERS  
REQUEST FOR PROPOSAL  
2023-008-RFP**

The Sanford Airport Authority, hereinafter called "Authority", hereby requests sealed Request for Proposals (RFP) for **"PROFESSIONAL SERVICES - PROPERTY, LIABILITY, AND WORKERS' COMPENSATION INSURANCE BROKER"**.

The project can be generally described as:

The purpose of this solicitation is to contract with qualified professional insurance broker firms to provide broker services for the Authority.

The Sanford Airport Authority (Authority), a dependent special district, issues this Request for Proposals (Solicitation) for Property, Liability, and Workers' Compensation Insurance Broker Services at the Orlando Sanford International Airport. The Authority welcomes responses to this Solicitation (Responses) from all national, regional, and Florida firms. The firms who submit a Response to this Solicitation must meet the minimum qualification requirements as specified in this Request for Proposal under the Minimum Qualification Requirements Section.

The selected Broker will be responsible to offer the Authority proposals from insurance companies, to perform the evaluation of proposals and to recommend the proposals that the Broker believes are in the best interest of the Authority. The insurance coverage proposal evaluation must include but not be limited to evaluation of the coverage forms and endorsements associated with proposals from insurers and should include alternatives and best options for underlying and excess coverage.

**The Sanford Airport Authority is only accepting electronic sealed response submissions. Respondents shall create a FREE account with OpenGov by signing up at <https://flysfb.com/procurement/solicitations/>. Once you have completed account registration, browse back to the Project page, click on "Submit Response", and follow the instructions to submit the electronic response. Responses will be accepted up to 2:00 p.m., local time, July 13, 2023, at which time all responses received will be publicly opened, the contents noted and read aloud. The opening will take place at the Sanford Airport Authority, 2<sup>nd</sup> Floor Boardroom, 1200 Red Cleveland Blvd., Sanford, FL 32773.**

On and after June 15, 2023, Solicitation Documents will be available electronically and may be obtained on the Sanford Airport Authority's webpage: <https://flysfb.com/procurement/solicitations/> or by contacting Roberta Stanton, Procurement Manager, Phone: 407-267-5782; Email: [procurement@osaa.net](mailto:procurement@osaa.net) (hard copies are not available). Respondents must be registered through OpenGov Procurement on the Sanford Airport Authority's online procurement webpage @ <https://www.flysfb.com/procurement> **to be eligible to submit a response for the project**. A complete examination and understanding of the specifications contained in the solicitation documents is necessary in order for the Respondent to properly submit a response. All RFP submittals shall be prepared in accordance with the solicitation documents. The failure to comply with any requirement contained in the solicitation documents may result in the rejection of the response as non-responsive or a finding that the Respondent is not qualified for this Project.

**A MANDATORY Pre-Solicitation Conference will be conducted at the Orlando Sanford International Airport, Sanford Airport Authority Board Room, 1200 Red Cleveland Boulevard, Sanford, Florida 32773 on June 22, 2023, at 10:00 a.m., local time.** The Pre-Solicitation Conference is the primary opportunity that Respondents will have to address with the Authority questions about the solicitation.

The Sanford Airport Authority in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all Respondents that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit responses to this request and will not be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age of disability in consideration for an award.

Nicole Martz

Nicole Martz, Esq., AICP, President and CEO  
Sanford Airport Authority