

**CITY OF CARSON  
701 EAST CARSON STREET  
CARSON, CALIFORNIA 90745**

**REQUEST FOR PROPOSAL RFP NO. P17-02**

**NOTICE IS HEREBY GIVEN THAT THE** Purchasing Manager of the City of Carson will receive formal proposals for:

**INSURANCE BROKER SERVICES, AS DESCRIBED BY  
REQUEST FOR PROPOSAL RFP NO. P17-02**

**EACH PROPOSAL MUST BE SUBMITTED IN TRIPPLICATE WITH ONE (1) ORIGINAL AND TWO (2) COPIES, AND WITH ONE (1) CLEARLY MARKED AS "ORIGINAL" ON THE FORMS AVAILABLE ON THE CITY OF CARSON'S WEBSITE UNDER BIDDING/PROPOSAL OPPORTUNITIES, PURCHASING DEPARTMENT BIDS/RFPs, AND ENCLOSED IN A SEALED ENVELOPE IDENTIFIED AS REQUEST FOR PROPOSAL RFP NO. P17-02 AND ADDRESSED TO THE CITY CLERK AS STATED BELOW. FAILURE TO PROPERLY IDENTIFY THE PROPOSAL ON THE ENVELOPE MAY RESULT IN DISQUALIFICATION OF THE PROPOSAL.**

Each proposal must be **submitted in triplicate, with one (1) original and two (2) copies, and with one (1) clearly marked as "Original"**, to the office of the City Clerk at 701 E. Carson Street, Carson, California, 90745, **before 3:00 p.m. on the 3<sup>rd</sup> day of APRIL 2017**, and will be opened at that time in the office of the City Clerk, City of Carson and, thereafter, will be submitted to the Purchasing Manager/City Council for award of a purchase contract or rejection of the proposals as the Purchasing Manager/City Council may deem wise in her/its discretion.

Proposals received at 3:00 p.m. or after 3:00 p.m. will be considered late. It is the policy of the City of Carson to reject any proposal that is received late. Such proposal may be returned unopened.

If you have any questions regarding this request for proposal, please call Ed Holton, Senior Risk Management Analyst, at (310) 830-7600, extension 1160.

**DATED THIS 2<sup>nd</sup> DAY OF MARCH 2016**

**CITY OF CARSON**



**ZACHARY WULF,  
PURCHASING MANAGER**