

NOTICE OF REQUEST FOR PROPOSALS (RFP NO. 2024-03)

INSURANCE BROKERAGE SERVICES

The Port of Port Arthur Navigation District of Jefferson County, Texas (“Port of Port Arthur”) is requesting proposals for Insurance Brokerage Services (the “RFP”) for the Port of Port Arthur. Additional information concerning the insurance brokerage services requested and timelines in connection with same may be obtained from the Port of Port Arthur website at <http://portpa.com>.

Sealed Proposals addressed to the Port of Port Arthur for the Insurance Brokerage Services RFP will be received at the office of the Port Director, Larry Kelley, 221 Houston Avenue, Port Arthur, Texas, 77640 until 2:00 p.m. local time on February 26, 2024, and all proposals received will immediately thereafter be opened and publicly read. Proposals received after the date and time above will be returned unopened. Fax and electronic transmittals are not acceptable. Submissions via U.S. Mail should be addressed to Post Office Box 1428, Port Arthur, Texas 77641. Submissions via courier should be addressed to 221 Houston Avenue, Port Arthur, Texas 77640.

A copy of the complete Request for Proposals may be obtained from the Port of Port Arthur website at <http://portpa.com>, or by emailing a letter of interest which includes reference to RFP No. 2024-03, Insurance Brokerage Services, being requested, the company name, mailing address, telephone number, and email address of the contact person, to:

Rebecca Underhill
Director of Accounting
Port of Port Arthur
221 Houston Avenue
Post Office Box 1428
Port Arthur, Texas 77641
Telephone (409) 983-2011
Email: Rebecca@portpa.com

The Port of Port Arthur reserves the right to reject any and all proposals received and waive any formalities.

For further information, contact Rebecca Underhill, Director of Accounting, Port of Port Arthur, at (409) 983-2011.

Larry Kelley, Port Director
Port of Port Arthur