

LEGAL NOTICE

Contract # 2051– 06/06/2019

AGENT OF RECORD/BROKER SERVICES
COMMERCIAL PROPERTY AND CASUALTY INSURANCE
FOR THE TOWN OF VERNON, CONNECTICUT AND THE VERNON BOARD OF EDUCATION

INVITATION TO BID

The Town of Vernon and the Vernon Board of Education is requesting proposals for an Agent of Record/Broker Services to coordinate Commercial Property and Casualty Insurance coverage from reputable insurance carrier's at the most competitive price. Copies of the RFP are available online at the Town of Vernon's website www.vernon-ct.gov/legal-notices and at the das.ct.gov website by referencing Contract # 2051– 06/06/2019.

All questions regarding this RFP should be directed to Dawn Maselek, Assistant Town Administrator, by email to dmaselek@vernon-ct.gov, not later than 1:00 PM, Thursday, May 30, 2019. Answers to questions will be posted online on the Town and DAS websites by Monday, June 3, 2019 referencing Contract # 2051– 06/06/2019.

Six (6) hard copies and one electronic copy of the proposal must be submitted in a sealed envelope, clearly marked "AGENT OF RECORD/BROKER SERVICES COMMERCIAL PROPERTY AND CASUALTY INSURANCE - BID DOCUMENT DO NOT OPEN - CONTRACT # 2051– 06/06/2019 to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than 10:00 am on Thursday, June 6, 2019, at which time proposals will be opened and read aloud publically. Emailed, faxed or late proposals will not be accepted.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. MBEs/WBEs/SBEs are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro
Town Administrator