

**LEGAL NOTICE  
REQUEST FOR PROPOSALS**

**Town of Vernon, CT  
CONTRACT #2139 - Agent of Record/Broker Services for Commercial Property and Casualty  
Insurance for the Town of Vernon and Vernon Public Schools**

The Town of Vernon and the Vernon Public Schools are requesting proposals for an Agent of Record/Broker Services to coordinate Commercial Property and Casualty Insurance coverage from the reputable insurance carrier's at the most competitive price.

All questions should be directed to **Nichole Greco, Project Coordinator**, by e-mail at [ngreco@vernon-ct.gov](mailto:ngreco@vernon-ct.gov), no later than **Thursday, March 21, 2024, at 3:00 pm**. Answers to questions received will be posted by **Thursday, March 28, 2024**, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das> by referencing Contract #2139. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Six (6) hard copies and one (1) electronic copy of the proposal must be submitted in a sealed envelope, clearly marked "BID DOCUMENT DO NOT OPEN - CONTRACT #2139 - AGENT OF RECORD/BROKER SERVICES FOR COMMERCIAL PROPERTY AND CASUALTY INSURANCE FOR THE TOWN OF VERNON AND VERNON PUBLIC SCHOOLS" to Michael J. Purcaro, Town Administrator, 14 Park Place Vernon CT 06066 no later than **Wednesday, April 3, 2024, at 10:00 am**, at which time proposals will be opened and read aloud publicly. 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. MBE's, WBE's, SBE's 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 contractor 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 permitted 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