

LEGAL NOTICE
TOWN OF VERNON
CONTRACT # 974 – 04/04/11
RFP
COMMERCIAL PROPERTY AND CASUALTY INSURANCE
AGENT / BROKER SERVICES

INVITATION TO BID

The Town is seeking a qualified Agent / Broker firm to provide agency / brokerage and consulting services for the Town's commercial property and casualty insurance program starting July 1, 2011. A firm must have a demonstrated experience in providing such professional services in the Connecticut municipal market and understanding of standards and requirements typical for such services. Insurance / risk management consultants and carriers are not eligible to respond.

Copies of the RFP are available from the office of the Town Administrator from 9:00 a.m. until 4:30 p.m., Monday through Wednesday, 9:00 a.m. until 7:00 p.m. on Thursday, and 9:00 a.m. until 1:00 p.m. on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to Contract # 974 – 04/04/11.

All questions about the proposals should be directed to John D. Ward, Town Administrator, by e-mail at jward@vernon-ct.gov, with copies to Peter Graczykowski, Assistant Town Administrator, by e-mail at pgraczykowski@vernon-ct.gov, no later than 1:00 p.m. March 25, 2011. Answers to all so received questions shall be posted on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with the Contract # 974 – 04/04/11.

Ten (10) copies of all proposals, unbound, as well as one electronic copy (Adobe Acrobat format saved onto a PC readable medium), should be submitted in a sealed envelope, with "Contract # 974 – 04/04/11" clearly marked on the outside of the envelope, to: John D. Ward, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 by 11:00 a.m. on April 4, 2011; at which time proposals shall be opened and read aloud publicly.

The selected firm must meet all municipal, state and federal AA and EEO practices and requirements. 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.