

**LEGAL NOTICE**

**TOWN OF VERNON**

**CONTRACT #1026 - 03/20/13**

**RFP**

**THIRD PARTY CLAIMS ADMINISTRATION AND REPORTING OF  
SELF-INSURANCE WORKERS' COMPENSATION PROGRAM**

**INVITATION TO BID**

The Town of Vernon, Connecticut is hereby notifying interested parties that sealed proposals will be received at the Office of the Town Administrator on Wednesday, March 20, 2013 at 11:00 AM. A firm must have a demonstrated experience in providing such services.

Copies of the RFP are available from the office of the Town Administrator from 9:00 AM until 4:30 PM, Monday through Wednesday, 9:00 AM until 7:00 PM on Thursday, and 9:00 AM until 1:00 PM on Friday; or anytime online at <http://www.vernon-ct.gov/legal-notices> with reference to Contract #1026 – 03/20/13. All questions about the proposals should be directed to John D. Ward, Town Administrator, by e-mail at [jward@vernon-ct.gov](mailto:jward@vernon-ct.gov), and Dawn Maselek, Assistant Town Administrator at [dmaselek@vernon-ct.gov](mailto:dmaselek@vernon-ct.gov) no later than 4 PM on March 14, 2013. Answers to all so received questions shall be posted by March 15, 2013 on the Town's website under the bid section at <http://www.vernon-ct.gov/legal-notices> with Contract #1026-03/20/13.

Three (3) copies of all proposals should be submitted in a sealed envelope, with “**BID DOCUMENT – DO NOT OPEN - CONTRACT #1026-03/20/13.**” 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 AM on Wednesday, March 20, 2013; at which time proposals shall be opened and read aloud publicly. E-mailed bids 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.

John D. Ward  
Town Administrator