

# CITY OF ORANGE TOWNSHIP

## Request for Proposals

### Licensed Insurance Broker for the Placement of General Liability, Workers Compensation, Auto Liability and Medical Professional Liability Insurance

The City of Orange Township, County of Essex, State of New Jersey, is soliciting proposals for Licensed Insurance Broker for the placement of general liability, workers compensation, auto liability and medical professional liability insurance for the period January 1, 2014 to December 31, 2014.

#### **QUALIFICATIONS:**

- The firm must be licensed to conduct business in the State of New Jersey, and have at least five (5) years experience in providing services referenced herein.
- Must have experience and knowledge of the rules and regulations of the New Jersey Department of Banking and Insurance and New Jersey Tort Law.

#### **REQUIREMENTS FOR RESPONSE:**

- Legal name and address of firm. Firm must have a bona fide office in the State of New Jersey.
- Years in business.
- Resumes of staff to be assigned including email addresses.
- The names and contact information of other public entity clients.
- Any associate who may handle the municipality's work must have an identifiable supervisor who will be responsible for direct oversight and assistance to the municipality.
- Dollar quotation matching current policy parameters.

Five (5) copies of Response shall be submitted in a sealed envelope plainly marked to indicate the name and address of the proposer, and the subject of the proposal. Responses may either be mailed or delivered in person to Adrian O. Mapp, Purchasing Agent, Finance Department, 29 North Day Street, Orange, New Jersey 07050 by 11:00am on November 26, 2013. Mailed responses will be held and opened at the above specified time and date. Responses received by the Department of Finance after the time for opening proposals will be returned unopened. The City of Orange Township is not responsible for late delivery by the United States Postal Service or any other carrier.

Bidders are required to comply with the requirements of P.L. 1975, c.127 (N.J.A.C. 17:27 et seq.), the Affirmative Action Law and Local Unity Pay to Play Law (P.L. 2004, c19, as amended by P.L. 2005, c51).

These proposals are being solicited through a Fair and Open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

The City of Orange Township reserves the right to reject any and all proposals and to waive any formality in any proposal and to accept that proposal which is in the best interest of the City of Orange Township.

Adrian O. Mapp  
Purchasing Agent  
City of Orange Township