

**REQUEST FOR PROPOSAL FOR REINSURANCE OF
EXCESS WORKERS' COMPENSATION**

PREPARED BY:

TOWNSHIP OF GLOUCESTER

P.O. Box 8

Blackwood, NJ 08012

RFP: ADM. 11-16

ISSUED:

DUE DATE: **Wednesday, December 14, 2016**

REQUEST FOR PROPOSALS FOR REINSURANCE OF EXCESS WORKERS' COMPENSATION FOR 2017

1.0 PURPOSE:

The reason for this Request for Proposal is to obtain competitive proposals for:

The Township of Gloucester for Excess Workers' Compensation. Required coverage is for all eligible Township of Gloucester and Gloucester Township Municipal Utilities Authority employees who are eligible to receive Workers' Compensation Benefits.

This Request for Proposals does not constitute a bid. The Township intends to award this contract pursuant to N.J.S.A. 40A: 11-5(1) (m).

2.0 BACKGROUND INFORMATION:

Historical loss and payroll information can be obtained by contacting Thomas C. Cardis, BA, Township of Gloucester 856-228-4000.

3.0 COMPLIANCE WITH LAWS:

The successful firm shall comply with all applicable federal, state and local statutes, rules and regulations.

4.0 SUBMISSION OF PROPOSALS:

Two (2) copies of the Proposal, **INCLUSIVE OF ALL INFORMATION** required in Part II Proposal Requirements, must be provided to the **Township Clerks Office, Township of Gloucester, 1261 Chews Landing Road, P.O. Box 8, Blackwood, N.J. 08012. Proposals are scheduled to be opened on Wednesday, December 14, 2016 at 11:00A.M.** Any proposals received after said opening whether by mail or otherwise, will be returned unopened. **Proposals should be provided in a sealed envelope with the title of the RFP Workers' Comp. clearly marked on the outside.** It is recommended that each proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail or delivery service causing the proposal to be received after the above referenced due date and time. **Submission by fax or telephone is NOT PERMITTED.**

Each set of proposals must have cover sheet, duly signed with corporate seal impressed, if applicable. By execution of this cover sheet, offer or acknowledges that he/she has read this Request for Proposals, understands it, and agrees, to be bound by its terms and conditions.

Final selection of firms shall be made by the Township of Gloucester by formal resolution.

4.1 Addenda/Supplements to Request for Proposals.

If it becomes necessary to revise any part of the Request for Proposals, revisions will be provided to all firms who receive or request this Request for Proposals. If additional information

is necessary to enable an exact interpretation of provisions of this Request for Proposals please contact Tom Cardis at 856-228-4000.