

**REQUEST FOR QUALIFICATIONS
FOR
INSURANCE BROKER SERVICES
FOR
GENERAL LIABILITY/PROPERTY CASUALTY**

MAYOR

SOLICITOR

BUSINESS ADMINISTRATOR

PREPARED BY:

TOWNSHIP OF GLOUCESTER

P.O. Box 8

Blackwood, NJ 08012

DUE DATE: May 15, 2013

TOWNSHIP OF GLOUCESTER

COUNTY OF CAMDEN

NOTICE OF REQUEST FOR QUALIFICATIONS

NOTICE is hereby given that sealed qualifications for the Purchase of

**1.INSURANCE BROKER SERVICES FOR GENERAL LIABILITY/PROPERTY
CASUALTY**

RFQ's will be received no later than **11:00 A.M. on : May 15, 2013** at the Municipal Building, 1261 Chews Landing Rd., Chews Landing, N.J.

QUALIFICATIONS must be addressed to the **Township Clerk's Office, Township of Gloucester, P.O. Box 8, Blackwood, N.J. 08012** and must clearly state **RFQ for Insurance Broker Services For General Liability/Property Casualty**, and will be opened and read publicly at the above time and date, and should be in a sealed envelope.

QUALIFICATION FORMS, Specifications and other documents may be examined or obtained at the office of the Township Clerk, Gloucester Township Municipal Building, 1261 Chews Landing Road, Laurel Springs, N.J., or on our website, www.glotwp.com

THE Township Council reserves the right to reject any or all proposals in whole or in part, and to waive such informalities as may be permitted by law.

QUALIFICATIONS are required to comply with the requirements of P.L. 1975, Chapter 127, and P.L. 1977, Chapter 33.

INFORMATION on Affirmative Action requirements are available in the office of the Township Clerk.

REQUEST FOR QUALIFICATIONS
INSURANCE BROKERAGE SERVICES
FOR GENERAL LIABILITY/PROPERTY CASUALTY
RFQ DUE DATE: MAY 15, 2013

The Township of Gloucester is requesting qualifications (RFQ) from firms to provide Insurance Brokerage, Consulting and Risk Management Services to the Township of Gloucester for 2013. It is the intention of the Township of Gloucester to appoint a Broker of Record for a period up to three years. The successful firm must have a primary office in New Jersey, must be a licensed New Jersey insurance producer, must have a minimum of ten(10) years experience representing New Jersey municipal and/or county governments, and must have access to various competitive insurance markets.

The successful candidate will provide the Township with insurance services including, but not necessarily limited to the following:

1. Procuring and providing property and casualty insurance coverage's and any additional coverage's as may be usual and customary to Municipal Government.
2. Reviewing, marketing, placing and procuring such other insurance coverage's as may be requested by the Township of Gloucester, subject to the Township's review and approval of the premiums for same and expediting payment for those coverage's through the Township's Purchase Order and Voucher system.
3. Assisting the Township in developing and maintaining the underwriting information necessary to market the insurance coverage's.
- 4 Assisting the Township in developing insurable values for all real and personal property.
5. Monitoring the financial ratings of the carriers and advising the Township of any reduction or exhaustion of the aggregate limits in any insurance policy. In the event of any aggregate limit impairment, advising the Township of any limit reinstatement options available.
6. Issuing certificates of insurance as required and attending meetings as required.
7. Reviewing construction and other contracts as requested by the Township and commenting on the insurance and hold harmless/ indemnification provisions contained therein.

8. Monitoring the claims services provided by the insurers and assisting the Township in the preparation of proofs of loss.

ALL SUBMISSIONS SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

1. Name of firm, primary business address and principal contacts including names, titles and staffing plan listing those persons who will be assigned to the account. Relevant resume information and number of years of relevant professional experience for the individuals assigned to the account must be included.
2. A list of references of current Public Entity clients with emphasis on County and Municipal Governments, Commissions, Public Utilities or clients whose exposures are similar and for whom insurance coverage is provided.
3. A statement concerning the ability of the firm to perform tasks assigned by the Township in a timely fashion.
4. A copy of your firm's latest annual report or other information which describes your firm's activities and services.
5. A copy of a Certificate of Insurance, issued by an insurance carrier licensed in the State of New Jersey, for the firm showing the amount of professional liability insurance and all other insurance coverage's in place as of January 1, 2013.
6. A copy of your New Jersey Certificate of Employee Information Report Approval pursuant to N.J.A.C. 17:21-1 et seq. or a completed Form AA-302 Initial Employee Information Report.
7. A copy of your Business Registration Certificate.

SUBMISSION REQUIREMENTS:

1. Will be opened in the Administration Building commencing at 11AM prevailing time, May 15, 2013.
2. Must be enclosed in a sealed envelope bearing the name and address of the submitter, the name of this RFQ and the RFQ due date on the outside of the envelope.
3. Responses which are to be hand delivered of the opening must be taken and presented to the Township Clerk at the time the responses to this RFQ are called for.
4. Responses to this RFQ which are to be mailed, shall be mailed to the:

Township of Gloucester

Attn: Rosemary DiJosie, Township Clerk
P.O. Box
Blackwood, NJ 08012

5. The Township will not be responsible for late mail deliveries and no responses to this RFQ will be accepted by the Township if received after the time stipulated above.
6. An original and one copy of your response to this RFQ must be submitted for your response to be deemed complete.

The Township shall award a contract to the firm or firms that best meets the needs and interests of the Township.

The Township reserves the right to negotiate the terms and conditions of a contract with the successful firm to obtain the most cost advantageous services for the Township.

