



## LEGAL NOTICE

### **Town of Berlin Request for Proposals Insurance Agent of Record Services Bid # 2024-07**

The Town of Berlin is seeking proposals for a broker and agent of record to coordinate its Commercial Property and Casualty Insurance and Workers Compensation Insurance from expert, qualified, and independent firms. This is a three-year contract, renewable thereafter, with an anticipated start date of January 3, 2024.

One (1) original and two (2) copies of sealed proposals must be received in the Town Manager's Office of the Berlin Town Hall, 240 Kensington Rd, Berlin, CT 06037 by 11:00am on December 13, 2023. The Town will not accept submissions by e-mail or fax. The Town will reject proposals received after the date and time noted above.

The documents comprising the Request for Proposals may be obtained on the Town's website, [www.berlinct.gov](http://www.berlinct.gov), under "Departments, Purchasing and Current Bids and RFPs," or from Maryssa Tsois, Purchasing Agent, Berlin Town Hall, Room 110, 240 Kensington Rd, Berlin, CT 06037 during normal business hours. **Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.**

The Town reserves the right to amend or terminate this Request for Proposals, accept all or any part of a proposal, reject all proposals, waive any informalities or non-material deficiencies in a proposal, and award the proposal to the proposer that, in the Town's judgment, will be in the Town's best interests.