

BOROUGH OF WATCHUNG

REQUEST FOR PROPOSAL FOR HEALTH BENEFITS INSURANCE BROKERAGE SERVICES

The Borough of Watchung is seeking proposals for insurance brokerage services from firms which have a strong demonstrated ability to handle large scale insurance matters for a municipality involving health benefits and to provide health insurance consultation, as requested by the Borough, or as assigned by the Borough Administrator. Professional licensure in good standing is required. The successful Brokerage Agency may be required to attend negotiation meetings, Borough Council meetings and any other meetings as requested by the Borough Administrator, and to provide reports and information as that pertains to health benefits. The successful Brokerage Agency shall also include any creative value-added services to the Borough.

Proposals must be in writing and must contain fixed rates for all services and fees for disbursements, if any. All fee proposals shall be fixed for one (1) year from the date of award and may not be changed or withdrawn except by permission of the Borough. Proposals shall also contain a certificate of Employee Information Report (AA), a Business Registration Certificate and a W-9. Proposals shall be submitted no later than October 9, 2026 at 10:00 a.m. Proposals must contain a Curriculum Vitae or firm resume for all who may be assigned to handle these matters. The award shall be made to a vendor whose response is most advantageous to the Borough, price and other factors considered.

Successful vendors shall be required to provide proof of insurance coverage for general liability, automobile, workers compensation and errors and omissions in the minimum amount of \$2 million in the form approved by the Chief Finance Officer.

Proposals will be opened and read aloud at Borough Hall, **15 Mountain Blvd. Watchung, NJ**, on October 9, 2026 at 10:00 am. Your proposal, clearly marked with "Health Benefits Insurance Broker Services", must be received prior to that date and time.

Any questions or requests for clarification may be submitted to William Hance, Chief Financial Officer, 908-756-0080, Ext. 216.