

BOROUGH OF FANWOOD, COUNTY OF UNION, STATE OF NEW JERSEY

**NOTICE OF REQUEST FOR PROPOSALS – GENERAL INSURANCE BROKER AND RISK MANAGEMENT
CONSULTANT SERVICES, CALENDAR YEAR 2027**

Notice date: October 15, 2026

The Borough of Fanwood invites proposals from New Jersey licensed insurance producers to serve as Broker of Record and Risk Management Consultant for the Borough's property and casualty insurance program for January 1, 2027 through December 31, 2027. Services will be provided for a flat annual fee, with all insurer and fund compensation fully disclosed and credited to the Borough.

Insurance broker and consultant services are an extraordinary unspecifiable service exempt from public bidding under N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3. The contract will be awarded through a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et seq.

Proposals are due by Thursday, November 5, 2026 at 12:00 p.m. prevailing time to the Borough Clerk, Borough of Fanwood, 75 N. Martine Avenue, Fanwood, New Jersey 07023, by mail, recognized overnight carrier or in person. Submit one (1) unbound original and one (1) electronic copy (PDF on a flash drive) in a sealed envelope marked "RFP for 2027 General Insurance Broker Services – ENCLOSED – DO NOT OPEN." Late proposals will be returned unopened.

The RFP may be obtained at no charge by emailing Courtney Agnello, Borough Clerk, at cagnello@fanwoodnj.org. Include your company name, address, phone, contact person and email. The RFP may also be examined at Borough Hall, Monday through Friday except legal holidays, 8:00 a.m. to 4:00 p.m. Proposers who obtain the RFP from a third party are responsible for obtaining all addenda.

Written questions must be emailed to cagnello@fanwoodnj.org by October 27, 2026 at 4:00 p.m. A summary of the current insurance program, including coverage schedules, exposure data and five-year loss history, is available on written request to proposers who agree to keep it confidential.

Proposers must comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (Affirmative Action) and must hold a New Jersey Business Registration Certificate. The Borough reserves the right to reject any or all proposals and to award to the proposer whose proposal is most advantageous, price and other factors considered.

BY ORDER OF THE MAYOR AND COUNCIL OF THE BOROUGH OF FANWOOD

Courtney Agnello, Borough Clerk