



John Canning
Commissioner

Vicki Spinelli
Deputy Commissioner

Town of Oyster Bay
DEPARTMENT OF HUMAN RESOURCES
54 AUDREY AVENUE OYSTER BAY, NY 11771-1592

(516) 624-6425
FAX: (516) 624-6489
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September 11, 2018

«AddressBlock»

Dear Sir or Madam:

On behalf of the Town of Oyster Bay, the Department of Human Resources is requesting proposals from qualified firms to provide workers' compensation administration services relative to its self-insured workers' compensation program, pursuant to the Town of Oyster Bay's Procurement Policy. Extensive knowledge of New York State Worker's Compensation Law is required. Relevant experience working with municipalities who provide sanitation services is strongly preferred.

Should your organization be interested in submitting a proposal to provide these services to the Town of Oyster Bay, it must be received on or before September 26, 2018, via fax, US Post Service or email. Our fax number is (516) 624-6489. Proposals sent via email should be directed to Monica Bujnowski at mbujnowski@oysterbay-ny.gov. Upon receipt of your proposal, your organization may be contacted to schedule a meeting to discuss the same.

Please contact Monica Bujnowski at (516) 624-6436 if you should have any questions regarding this request for proposal of service.

Very truly yours,

JOHN CANNING
COMMISSIONER

Richard LaMarca
Director of Labor-Management Relations

JC:MJB
attach.