

SOLICITATION NUMBER: RFP#17-133

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as RFP 17-133 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Issued to correct the following language found on page 30 of the solicitation:

From:

Objective 8 – Describe what lines of insurance the Agency is licensed to write in the State of West Virginia and list the appropriate insurance carriers the Agent will solicit and procure Worker’s Compensation Insurance.

Vendor Response – (Describe what lines of insurance the Agency is licensed to write in the State of West Virginia)

Insurance lines licensed (mark all that apply) (3 points possible):

- Property and Casualty Insurance (1 point)
- Health Insurance (1 point)
- Life Insurance (1 point)

Vendor Response - list the appropriate insurance carriers the Agent will solicit and procure Worker’s Compensation Insurance. (mark all that apply) (3 points possible):

- Travelers (2 points)
- BrickStreet (2 points)
- Other: (please provide a response) (1 point)

To:

Objective 8 – Describe what lines of insurance the Agency is licensed to write in the State of West Virginia and list the appropriate insurance carriers the Agent will solicit and procure Worker’s Compensation Insurance.

Vendor Response – (Describe what lines of insurance the Agency is licensed to write in the State of West Virginia)

Insurance lines licensed (mark all that apply) (3 points possible):

- Property and Casualty Insurance (1 point)
- Health Insurance (1 point)
- Life Insurance (1 point)

Vendor Response - list the appropriate insurance carriers the Agent will solicit and procure Worker’s Compensation Insurance. (mark all that apply) (5 points possible):

- Travelers (2 points)
- BrickStreet (2 points)
- Other: (please provide a response) (1 point)

Bid opening date and time remain unchanged.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: 17-133

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any County personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.