

# ADDENDUM No. 1

## RFP No. 993

### Insurance Brokerage Services and Risk Management Consulting

#### Updated Due Date and Time: January 18, 2017 at 2:00 P.M. (local time)

The following adjustments shall be made to the Request for Proposal for Insurance Brokerage Services and Risk Management Consulting, No. 993 on which proposals were originally to be received on/or before January 16, 2017 by 2:00 p.m. (local time) and now extended to be received on/or before January 18, 2017 by 2:00 p.m. (local time).

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes 3 page(s).**

**Offeror is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered nonconforming.**

The following forms provided within the RFP Document must be included in submitted proposal:

- City of Ann Arbor Non-Discrimination Ordinance Declaration of Compliance
- City of Ann Arbor Living Wage Ordinance Declaration of Compliance
- Vendor Conflict of Interest Disclosure Form

**Proposals that fail to provide these completed forms listed above upon proposal opening will be deemed non-responsive and will not be considered for award.**

## I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. The Bidder is to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

### **Section/Page(s)**

### **Change**

All mentions

As provided in RFP Document:  
Proposal Due Date: January 16, 2017 by 2:00 p.m. (local time)

As updated herein:  
Proposal Due Date: January 18, 2017 at 2:00 p.m. (local time)

*Comment: The Due Date and Time for responses to this RFP has been extended to Wednesday, January 18, 2017 at 2:00 p.m. Note that all other dates are unchanged.*

## II. QUESTIONS AND ANSWERS

**Question #1:** Please advise of current insurance profile—carriers at risk

**Answer #1:** See attached.

**Question #2:** Please advise of current insurance broker / consultant

**Answer #2:** Hylant is the City's current insurance broker / consultant.

Respondents are responsible for any conclusions that they may draw from the information contained in the Addendum.

CITY OF ANN ARBOR INSURANCE PROGRAM

