

ADDENDUM #1

Date: August 15, 2022

To: All Potential RFP Responders

From: Anthony I. Blenkinsop
Pease Development Authority (“PDA”)

Re: **Addendum #1**
PDA – Request for Proposal – Insurance Producer Services

Addendum #1 is generally intended to address questions from potential RFP responders:

Item 1

Question: Could the following information be provided for review:

Contracts

- Contracts with vendors/contractors
- Contracts with the Federal Govt.
- Contracts with tenants
- Finally, PDA’ Contract Management procedures

Casualty Insurance/WC

- Audited payrolls by class for the 21/22 policy year
- Estimated payrolls by class for the 22/23 policy year
- # of employees
- Copy of WC policy/ Policy Review

Casualty/Other

- Loss runs for last 5-7 years for all lines of coverage
- Copy of casualty policies
- Tenant Directory

Response:

Those PDA contracts subject to public disclosure can be made available for viewing in-person at PDA headquarters, 55 International Drive, Portsmouth, NH. Please contact Raeline O’Neil at the email address provided in the RFP to schedule a time to do so.

PDA does not have written contract management procedures.

The other documents requested are available at: <https://peasedev.org/rfp-insurance-provider-services/>

Item 2

Question: the RFP requests that *“Each proposal must be accompanied by a certified check, or a bid bond, or a binding letter of credit, duly executed by the vendor as principal and having as surety thereon a surety company approved by the Owner, in the amount of 5% of the proposed amount. The bid bond shall be executed or countersigned for the surety of a person who has current power of attorney for the surety”*.

This is not a typical request of the insurance industry and past RFP’s that we have participated in for Broker related services – can this request / requirement be waived?

Response: Yes, pursuant to this Addendum #1, the requirement that *“[e]ach proposal must be accompanied by a certified check, or a bid bond, or a binding letter of credit, duly executed by the vendor as principal and having as surety thereon a surety company approved by the Owner, in the amount of 5% of the proposed amount. The bid bond shall be executed or countersigned for the surety of a person who has current power of attorney for the surety,”* as set forth on page 1-2 of the RFP, is waived and otherwise stricken from the RFP document.

Please acknowledge receipt of this Addendum #1 by **signing below and emailing to r.oneil@peasedev.org by 12:00 PM, local time Portsmouth, NH, Thursday, August 18, 2022.**

Also, you must **acknowledge receipt of Addendum #1 on the RFP Quotation Worksheet/Offer.**

Company Name

Authorized Signature

PRINT:

END OF ADDENDUM #1