	SOLICITATION ADDENDUM NO. 1 RFP 19-21 Administrative Services for Health Flexible Spending Account (FSA) and Dependent Care Assistance Program (DCAP)	CITY OF GLENDALE Procurement Division 5850 W. Glendale Avenue Suite 317 Glendale, AZ 85301 Phone: (623) 930-2866
	Page 1 of 3 Solicitation Due Date: January 24, 2019 2:00 P.M. (Local Time)	

As a result of the Pre-Offer meeting held on January 3, 2019, the following questions, clarifications, and changes have been addressed in this Addendum No. 1 for Request for Proposal No. 19-21:

QUESTIONS:

- 1) Does the City offer Limited Purpose FSA?

ANSWER: Yes

- 2) Can the “Crime Coverage” on Exhibit 3 be reduced?

ANSWER: No

CLARIFICATIONS


- 1) **On Page 7, Checklist for Submitting Proposal, in “Return of Offer” Section: stated in Red:**

Five (5) bound hard copies of all “SUBMISSION REQUIREMENTS” listed above, **excluding the Pricing Workbook, where only one (1) hardcopy of the Pricing Workbook is required and sealed separately as stated below:**

- Copies are bound (spiral bound, 3-ring binder etc.)
- Copies include all elements listed above
- Copies include section breaks or tabs for each proposal element
- Only one (1) hardcopy of the Pricing Workbook is required sealed separately

- 2) Would the awarded party be considered a “Glendale vendor” privy to the benefits of inclusion on future event caterings at other Glendale owned properties?

ANSWER: The RFP is exclusive to the Civic Center. However, as a registered vendor, any potential customer may solicit quotes from the awarded vendor for any catering needs.

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CHANGES

1) **Exhibit 3: INSURANCE REQUIREMENTS**

- a) **Minimum Scope and Limits Of Insurance:** OFFEROR shall provide coverage with limits of liability not less than those stated below.

Change From:

i) **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage. The policy shall be endorsed to include coverage for sexual molestation and abuse.

- (3) *The policy shall include coverage for sexual abuse and molestation. The limits may be included within the General Liability limit or provided by separate endorsement or provided as separate coverage included with the professional liability. OFFEROR must provide the following statement on their certificate(s) of insurance: “Sexual Abuse/Molestation coverage is included.”*

Change: Modified

i. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage. ~~The policy shall be endorsed to include coverage for sexual molestation and abuse.~~


- ~~(3) *The policy shall include coverage for sexual abuse and molestation. The limits may be included within the General Liability limit or provided by separate endorsement or provided as separate coverage included with the professional liability. OFFEROR must provide the following statement on their certificate(s) of insurance: “Sexual Abuse/Molestation coverage is included.”*~~

Change from:

- iv) **Property Insurance against all risks of loss to any tenant improvements or betterments, at full replacement cost with no coinsurance penalty provision**

- (1) Policy shall contain a waiver of subrogation endorsement in favor of the “**City of Glendale, and its departments, officers, officials, agents, employees and volunteers**” for losses arising from the License. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.

Change: Deleted in its entirety

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~~iv) Property Insurance against all risks of loss to any tenant improvements or betterments, at full replacement cost with no coinsurance penalty provision~~

- ~~(1) Policy shall contain a waiver of subrogation endorsement in favor of the “City of Glendale, and its departments, officers, officials, agents, employees and volunteers” for losses arising from the License. This provision applies regardless of whether or not the City of Glendale has received a waiver of subrogation endorsement from the insurer.~~
- 2) **Addendum 1 - Pricing Workbook** is attached and shall be submitted with proposal per the clarification on this Addendum No. 1.
- 3) **NEW:** Schedule A “**Current Rates**” is attached as part of the Addendum No. 1.

All other solicitation provisions, terms and conditions and scope of work shall remain the same. Offerors must acknowledge receipt and acceptance by returning this addendum with their proposal.

Name of Company: _____
Address: _____
Authorized Signature: _____
Print Name and Title: _____