

ADDENDUM NO. 1

The following modifications are hereby incorporated into the Bidding Documents and the receipt of which shall be acknowledged by the BIDDER.

In accordance with the Invitation to Bid, each Bidder shall ascertain prior to submitting a Bid that the Bidder has received all Addenda issued, and the Bidder shall acknowledge their receipt in the Bid.

- **Section 2: Instruction for Proposal has been modified to include the following:**

2.10 ASSIGNMENT OF MARKETS (Does Not Apply to Direct Writers) The market allocation procedure applies only to situations when more than one agent wants to obtain quotes from the same insurance group. Brokers/Agents are limited to only obtaining quotes from those insurers with whom they already do business. Your cooperation is sought in obtaining as wide a representation of potential insurers as is presently possible through the following method:

2.10.1 Each agent participating in the proposal process is asked to submit a list of five (5) insurers that he/she would like to work with in preparing proposals for the requested insurance programs, ranked in order of preference. Please list no more than five (5) choices per line of coverage.

2.10.2 This list should be e-mailed as soon as possible to Mr. Lyle Winokur at Lwinokur@parkalbany.com. Initial markets will be assigned on **Friday, August 28, 2020**. No market is to be reserved until approved by the Authority. Failure to follow these rules may result in disqualification of your proposal. The Authority reserves the right to assign the use of any given insurance carrier with respect to this insurance to a specific agent or broker to avoid multiplicity of contact with the same insurance underwriter.

2.10.3 Additional markets may be requested beginning on **Monday, August 31, 2020**, after the initial market assignments have been made. Additional markets must be requested in writing to Mr. Lyle Winokur at Lwinokur@parkalbany.com. They must not be reserved until approved by the Authority. Failure to follow these rules may result in disqualification of your proposal.

2.10.4 Insurance markets will be assigned in accordance with the following principles:

- a. The order of choice between agents requesting the same markets will be determined by the date and time the Authority receives the list of five (5)

insurers that he/she would like to work with in preparing proposals for the requested insurance programs, ranked in order of preference. The incumbent agent will be given first choice.

b. Requests for insurance markets received after the date indicated will be honored only to the extent that such companies have not previously been requested and assigned.

5. Only one agent should contact any one insurance group. All requests for carriers that are part of a group should be made in the name of the group and not the individual carrier. If one insurer will not provide full insurance coverage, the percentage of the amount of coverage provided by each insurer must be shown.

- **2.9 Anticipated Procurement Schedule:**

Proposals Due:
(Location: Zoom Video Conference)

Wednesday, September 23, 2020, @2:00 pm

Bid proposals shall be opened via Zoom conference due to Covid 19 concerns. Bidders must confirm their attendance for this video conference by emailing Stephanie Wright at swright@parkalbany.com by **5:00 PM, Friday, September 18, 2020.**