



"The Capital City of the Palm Beaches"

PROCUREMENT DIVISION

401 Clematis St. 5th Floor
West Palm Beach, FL 33401
TEL: (561) 822-2100
FAX: (561) 822-1564

**Addendum 1
ITN 10-11-138**

Insurance Brokerage Services/Agent of Record

This Addendum is to clarify and address the Registration Process listed on Page 8, of the ITN. This addendum shall modify, clarify, change or add information and clarification and become part of the above referenced ITB.

A. Registration Clarification

On Page 8, of ITN 10-11-138, Section No. 1. Registration, states *"Please complete the Registration form attached as Form P-1 and fax or mail to the Procurement Official at the address noted below on or before 5:00 p.m., September 6, 2011."*

Clarification Response:

The submission of the registration form is to ensure that the Procurement Division notifies you of addenda. If the proposer did not submit the form, proposers are still allowed to submit a proposal response. Lack of submission of the form does not preclude the proposer from submitting a bid or to be disqualified.

Proposers must acknowledge receipt of this Addendum 1 in the space provided below. This Addendum forms an integral part of the ITB documents and therefore must be executed. Failure to return this addendum with your proposal submittal may be cause for disqualification.

Issued By: City of West Palm Beach
Procurement Division
September 9, 2011

Signed By: Althea Pemsel
Althea Pemsel, MA, C.P.M.
Procurement Official

PROPOSER: _____

Signed By: _____

Print Name: _____

Title: _____

Date: _____

End of Addendum 1