

CITY OF MIDDLETOWN
ADDENDUM #1

RFP #2026-002
INSURANCE/RISK MANAGEMENT CONSULTING SERVICES
INCLUDING AGENT/BROKER OF RECORD SERVICES

Date Issued: February 6, 2026

ALL BIDDERS ARE HEREBY ADVISED OF THE FOLLOWING INFORMATION AND/OR MODIFICATIONS TO THE CONTRACT BID DOCUMENTS:

- Answers to questions submitted in writing by the deadline date of Friday, February 6, 2026 by noon

INVITATION TO BID

The date set for the receipt of proposals will remain the same.

Friday, February 27, 2026 by 3:00 pm

PLEASE VERIFY THAT YOU HAVE RECEIVED THIS NOTIFICATION IN THE SPACE BELOW AND FAX OR EMAIL THIS PAGE BACK TO THE PURCHASING DEPARTMENT.

FAX: 860-638-1995 EMAIL: purchase@middletownct.gov

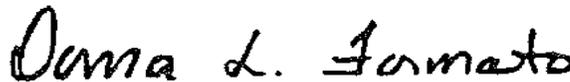
BIDDER ACKNOWLEDGES RECEIPT OF ADDENDUM #1: _____
COMPANY NAME

All bidders are hereby advised of the following amendments to the contract bid documents which are hereby made an integral part of the specifications for the subject project, prepared by the City of Middletown to the same extent as all other documents. All work shall conform to the standards and provisions of same. Bids submitted shall be deemed to include contract document information as shown in Addendum No. 1. General bidders shall notify sub-bidders that may be affected by this addendum as applicable. **Bidders shall be required to acknowledge receipt of this addendum in the space provided on the Bid Proposal Form.**

Failure to acknowledge receipt of this addendum by the bidder may result in the rejection of their bid. Bidders are directed to review changes to all portions of the work as changes to one portion may affect the work of another.

Total Addendum: 2 pages, and 1 website attachments inclusive of the current consultant's contract

***BIDDER NOTE:** If you have already submitted a bid you shall be required to acknowledge receipt of this addendum under separate cover in a sealed envelope clearly marked with the bid number and description. This acknowledgment must be received by the time and date specified to be accepted by the City.



Donna L. Formato, CPPB. NIGP-CPP
Supervisor of Purchases

ADDENDUM #1

RFP #2026-002

**INSURANCE/RISK MANAGEMENT CONSULTING SERVICES
INCLUDING AGENT/BROKER OF RECORD SERVICES**

Responses to Submitted Questions by the deadline date of Friday, February, 6, 2026 by noon

1. How is the current consultant compensated for their services? Are they paid a flat annual fee, fee per member per month, etc.?
– Flat annual fee that is paid in monthly installments
2. Is the current consultant's fee inclusive of all services provided? If not, what services or projects have been invoiced for above the regular fee? All services are inclusive
3. What has been the total amount paid to the current consultant over the past 3 years for all fees, projects, and services? \$90,000
4. Please provide a copy of the current consultant contract. A copy of this contract document is available on our website.