



ADDENDUM I

To: All companies interested in submitting a Proposal
Proposal: # PUR0615-247 Insurance Consultant Services
From: Judy Lehman, Manager, Cedar Rapids Purchasing Services Division
Subject: Addendum No. 1 (1 page)
Date: January 13, 2016

The following information was requested by a prospective proposer.

In order to better understand and review the project, please provide the following;

- Copies of all current commercial **insurance policies** including;
 - Property
 - Liability
 - Professional
 - Cyber
 - Auto
 - Workers Compensation
 - Executive Risk (Directors & Officers, Employment Practices, Fiduciary, Crime)
 - Bonds
- Copies of **5 year claims history reports** for the respective insurance companies for the above policies.

Response from City

This information has been loaded on to an ftp site and can be accessed by following these steps:

Step 1: Click on this link: <https://ftp.cedar-rapids.org/main.html>

Step 2: Login

Account is: public

Password is: public

Step 3: Double click on the Purchasing folder

Step 4: Double click on the insurance policies/losses folder

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page Form. The deadline to submit sealed proposals is: **Tuesday, February 9, 2016 before 3:00 pm CST** at the Office of the City Clerk.