



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM 1

File: 1906-953-52-4937

Title: Insurance Broker of Record for Commercial Property Casualty and other SAHA Insurance related Services

Note: The Solicitation Bid Due Date will be extended till Monday, August 12, 2019 at 2:00PM.

The title of this solicitation is being changed to “Insurance Broker of Record for Commercial Property Casualty and other SAHA Insurance related Services”

Question 1: We would need the following items to complete our analysis:

- Schedule of Values Spreadsheet (Listing all addresses, insurable values, year built, rehab dates, etc.)
- Current insurance policies in place
- 5 years of loss runs (Property, General liability, Auto Fleet. Workers Comp, etc)

Answer 1: The information that is being requested will be provided to the awarded vendor. Please note the purpose of the resulting contract from this solicitation. SAHA is seeking to hire a broker to assist in acquisition of competitive premium costs for comprehensive property and casualty coverage and other insurance related services on all of its properties.

Note: A revised fee sheet is included as part of Addendum 1 and is attached.

Option 1: Includes services for all insurance described in the scope of the RFP.

Option 2: Includes all services excluding: Property and Casualty, Fidelity, Boiler and Machinery and Flood.



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Responses must be submitted with the Revised Price Sheet with price for both Options 1 and 2. Failure to include a completed fee sheet may result in the response being deemed non-responsive and may not be considered for award.

By: *Lucia Tovar*
Contract Specialist

Date: August 1, 2019

Bid Fee Sheet

OPTION 1

Contract Year	Flat Fee
Year 1	
Year 2 (1 st Renewal Option)	
Year 3 (2 nd Renewal Option)	
Year 4 (3 rd Renewal Option)	
Year 5 (4 th Renewal Option)	

OPTION 2

Includes all of the Original Scope except the following:

Excluding Property and Casualty, Fidelity, Boiler and Machinery, Flood

Contract Year	Flat Fee
Year 1	
Year 2 (1 st Renewal Option)	
Year 3 (2 nd Renewal Option)	
Year 4 (3 rd Renewal Option)	
Year 5 (4 th Renewal Option)	