

**Department of Procurement Services - City of Chicago**

**December 24, 2018**

**Addendum No. 1**

**To**

**REQUEST FOR PROPOSAL (“RFP”)**

**For**

**THIRD PARTY LIABILITY CLAIMS ADMINISTRATOR SERVICES**

**Specification No. 712589**

For which Proposals are scheduled to be received no later than 4:00 PM., Central Time on December 28, 2018 (pursuant to the Request for Proposal advertised November 16, 2018) in the Department of Procurement Services, Bid & Bond Room (Room 103 of City Hall).

The following revisions/changes will be incorporated in the above referenced RFP document. All other provisions and requirements as originally set forth remain in full force and are binding.

**Respondent must acknowledge receipt of this Addendum No. 1 in its Proposal  
AND  
should complete and return the attached Acknowledgment by  
email to [raymond.adams2@cityofchicago.org](mailto:raymond.adams2@cityofchicago.org)  
Attn: Ray Adams, Senior Procurement Specialist**

**This document contains:**

- I. Notice of Proposal Due Date Postponement;**
- II. Addendum Receipt Acknowledgment.**

The information contained in this Addendum No.1 is incorporated by reference into the original Request For Proposal (RFP) issued on November 16, 2018.

December 24, 2018

**ADDENDUM NO. 1**

FOR

REQUEST FOR PROPOSAL (RFP) FOR

**THIRD PARTY LIABILITY CLAIMS ADMINISTRATOR SERVICES**

**SPECIFICATION NO. 712589**

For which proposals are due in the Department of Procurement Services, Bid & Bond Room, Room 103, City Hall, 121 N. LaSalle Street, Chicago, Illinois 60602, at 4:00 p.m., Central Time December 28, 2018

The following revisions/changes will be incorporated in the above-referenced Request for Proposal. All other provisions and requirements as originally set forth remain in full force and are binding.

**RESPONDENT SHOULD ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE COVER LETTER SUBMITTED WITH YOUR PROPOSAL.**

**SECTION I: NOTICE OF PROPOSAL DUE DATE POSTPONEMENT**

The previously advertised proposal due date has been postponed. **PROPOSALS ARE NOW DUE NO LATER THAN 4:00 P.M. CENTRAL TIME ON JANUARY 28, 2019, IN THE BID & BOND ROOM (ROOM 103), CITY HALL, 121 NORTH LASALLE STREET, CHICAGO, ILLINOIS 60602.**

CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES

SHANNON E. ANDREWS  
CHIEF PROCUREMENT OFFICER

**CITY OF CHICAGO - DEPARTMENT OF PROCUREMENT SERVICES**

**DECEMBER 24, 2018**

**Addendum No. 1**

**to**

**REQUEST FOR PROPOSAL (“RFP”)**

**For**

**THIRD PARTY LIABILITY CLAIMS ADMINISTRATOR SERVICES**

**SPECIFICATION NO.: 712589**

Consisting of Sections I – II including this Acknowledgment.

**SECTION II. ADDENDUM RECEIPT ACKNOWLEDGMENT**

I hereby acknowledge receipt of Addendum No.1 to the RFP named above and further state that I am authorized to execute this Acknowledgment on behalf of the company listed below.

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Authorized Individual (Type or Print)

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Business Telephone Number

**Complete and Return this Acknowledgment email to:**  
**[raymond.adams2@cityofchicago.org](mailto:raymond.adams2@cityofchicago.org) Attn: Ray Adams, Senior Procurement Specialist**