



CITY OF HOUSTON

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January 23, 2014

SUBJECT: Letter of Clarification No. 3

REFERENCE: Request for Proposal No. S10-T24689

INSURANCE BROKER OF RECORD SERVICES FOR THE
ADMINISTRATION AND REGULATORY AFFAIRS DEPARTMENT

TO: All Prospective Proposers:

This Letter of Clarification is issued for the following reasons, and is hereby incorporated and made a part of the Request for Proposal (RFP):

- Exhibit III, Fee Schedule, Page 40, **replace:** With attached page 40a, marked “Revised Page 40a, Dated January 23, 2014.”
- Appendix IV, Page 23, **replace:** With attached page 23a, marked “Revised Page 23a, Dated January 23, 2014.”
- Appendix V, Page 24, **replace:** With attached page 24a, marked “Revised Page 24a, Dated January 23, 2014.”
- Specifications/Scope of Work, Page 16, Section 3.1.13 is **revised to read:** “Contractor shall perform Property Insurance replacement cost appraisals and/or cost estimates, eight per year [Reference Appendix IV (first three years), and Appendix IV (two one-year options)].”
- Specifications/Scope of Work, Page 17, Section 4.1.5 is **revised to read:** “Perform Property Insurance Replacement cost appraisals and/or estimates. **The City will issue requests for flat rate quotes, based on an hourly rate per for each additional building at the request of the Director of the Administration and Regulatory Affairs Department.**”

When issued, Letter(s) of Clarification shall automatically become a part of the RFP documents, and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the Proposer to ensure that they have obtained any such previous Letter(s) associated with this solicitation. By submitting a response on this Proposal, Proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this RFP.

If you should have any questions or if further clarification is needed regarding this Proposal, please contact Greg Hubbard at greg.hubbard@houstontx.gov, or at 832.393.8748.

Sincerely,

Greg Hubbard

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