

## **Addendum No. 1**

City of Coquitlam

**RFP No. 25-048**

### **Brokerage Services**

Issue Date: August 8, 2025

Total Page Count: 1

Proponents shall note the following amendments to the RFP documents:

#### **QUESTIONS AND CLARIFICATIONS**

- Q1. In the event a Proponent is selected, will there be an opportunity to review certain provisions within the City's standard contract? The objective would be to confirm that terms support an agreement that reflects the nature of the professional services proposed for risk and insurance brokerage services.
- A1. **Proponents must identify any requested departures to the City's Standard Terms and Conditions in the Proposal Submission Form at the time of submission (Section 1 (a)). As stated in Section 4.3 of the RFP, any departures not listed in the Proposal Submission Form will not be considered, and the City will not negotiate Terms and Conditions after submission if no departures are provided. Section 4.3 confirms that departures requested will only form part of the Contract if the City specifically consents in writing. Following evaluation and selection of the top-ranked Proponent, the City may, at its sole discretion, engage in limited negotiations to clarify scope. The City does not guarantee that any requested changes will be accepted.**

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#### ***End of Addendum No. 1***

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal Submission.

*Issued by:*

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