

**Date:** August 11, 2017  
**To:** All bidders  
**Title:** Insurance and Risk Management Services  
**Reference No.:** 2017-RFP-29  
**From:** Jeff Mulligan, Manager of Purchasing Services, ext. 3343

**Note:**

Niagara Region has determined that it is necessary to provide additional information relating to the above referenced Request for Proposal.

This addendum forms an integral part of the above referenced Request for Proposal. Such addenda may contain important information, including significant changes to the above referenced Request for Proposal.

In the Form of Proposal (Appendix B), bidders should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

## **Addendum No. 1**

### **Questions and Answers**

1. Would the Niagara Region consider extending the closing date?

**Answer:** The Region has considered this request and at this time has elected to not extend the closing date given the required timelines to complete this process in advance of requiring a start date of November 1, 2017 for this new period. The Region is required to complete both the evaluation process and Recommendation Report to Committee and Council prior to formal award and that start date. If this decision is reconsidered all changes/amendments will be issued via formal Addenda

2. Is the Region able to provide the Form of Proposal document in a fillable format?

**Answer:** It is not Niagara Region's practice to provide same. We note that this request has since been withdrawn.

3. Please provide a completed Crime Application for Niagara Regional Housing

**Answer:** A completed Crime Application from Niagara Regional Housing will be provided under separate cover to those Proponents who have submitted a signed and executed Confidential Disclosure Agreement. (“CDA”)

4. Please provide a Directors’ & Officers’ application for Niagara Economic Development Corporation.

**Answer:** Niagara Economic Development Corporation Board of Directors has resolved effective meeting of September 7, 2016 to surrender the Corporation’s Charter. The Corporation has no debts or assets. The Corporation has not actively carried on business since on or before September 2016 and it is not contemplated it will continue or commence operations again. It is forecasted to be dissolved at some point during the November 1, 2017-November 1, 2018 policy term.

Based on the above, we will complete the aforesaid application should the successful proponent require same.

5. Please provide sample wording for the Niagara Regional Housing’s Corporate Indemnification Coverage extension.

**Answer:** Sample wording will be provided under separate cover to those Proponents who have submitted a signed and executed Confidential Disclosure Agreement. (“CDA”)

6. Please provide storage tank information for Niagara Regional Housing including age, volume, type of fuel, if double walled and if aboveground or underground.

**Answer:** Information pertaining to Niagara Regional Housing storage tanks will be provided under separate cover to those Proponents who have submitted a signed and executed Confidential Disclosure Agreement. (“CDA”)

7. Property Schedule – the Police Headquarters at 110 James Street is not listed on the 2017 Property Schedule. Please advise if this building should be included in our quote and if so, please confirm value.

**Answer:** The Police Headquarters at 110 James Street has been sold. It closed on March 20, 2017. Therefore, this building should not be included in your quote.

8. Automobile Liability Deductible – Please confirm if the deductible applies to indemnity only and excludes expenses.

**Answer:** The deductible applies to both indemnity and expenses

cc: File, as referenced above.  
Project Manager: Donna Pasto

**End of Addendum**