



CITY OF SUFFOLK

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ADDENDUM NO. 1

City of Suffolk
RFP #2014-00109-JS
June 27, 2014

Purchasing Division
441 Market Street, Room 105
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

Flu Shots for City Employees

This addendum must be signed and return in your proposal.

The Request for Proposal (RFP) for Flu Shots for City Employees has been amended as follows:

The following questions and answers are hereby incorporated in the RFP.

Q: How many employees will get flu shots?

A: Last year 129 employees received flu shots and 8 employees received pneumonia shots.

Q: What insurance does the City have?

A: The City insurance carrier is Anthem Blue Cross/Blue Shield. The City has three plans: Health Keepers HMO, Key Care PPO and Lumenos HDP. However, some employees may be covered under their spouses' medical plans.

Q: If a fully licensed pharmacist is administering the vaccines, are two RNs/LPNs required onsite?

A: No, but there must be two fully authorized persons on site.

Q: Is it correct that the vaccinations will be billed to the employee's health plans?

A: That is correct. The vaccines will be charged to the employee's health insurance or paid directly by the employee. The City will not be responsible for payment of vaccines.

Contract Officer: _____
Jay Smigielski, Purchasing Agent,

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at jsmigielski@suffolkva.us

This addendum must be signed and returned with your proposal. Failure to include will be justification for deeming the proposal non-responsive.

Acknowledged by: _____ **Date:** _____