



CITY OF SUFFOLK

P.O. BOX 1858, SUFFOLK, VA, 23439-1858, T: (757) 514-7520; FAX (757) 514-7524

ADDENDUM NO. 5

City of Suffolk
RFP #15089-JS
April 21, 2015

Purchasing Division
442 Market Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524
<http://www.suffolkva.us/purchasing>

The Request for Proposal (RFP) for Employee Benefits has been amended as follows:

There will be a non-mandatory pre-proposal meeting.

Time and Date: 10:00 am on April 24, 2015.

Location: 442 W. Washington Street
Suffolk, VA 23434
Human Resources Conference Room

To join by telephone: Dial 1-415-655-0045
Access Code 731 575 521

Offerors are to submit one (1) printed original and six (6) printed copies and two (2) electronic versions of their proposal. CD or flashdrives are acceptable for the electronic versions of the proposal.

Proposals sent by email or fax will not be accepted.

Contract Officer: _____

Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent, at jsmigielski@suffolkva.us. It is the Offeror's responsibility to ensure they have read all addendums and incorporated them in their proposal.