



# CITY OF SUFFOLK

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

## ADDENDUM NO. 1

City of Suffolk  
RFP #16092-JS  
June 6, 2016

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 Consulting Services for Employee Benefits has been amended as follows:

The following question and answer are incorporated in the RFP:

Q1: Will the consultant also be the broker of record for the group insurance?

A1: No, the City seeks a consultant, not a broker.

Contract Officer: \_\_\_\_\_

Jay Smigielski, Purchasing Agent.

If you have any questions regarding this Addendum, please contact Jay Smigielski, Purchasing Agent at [jsmigielski@suffolkva.us](mailto:jsmigielski@suffolkva.us)

It is the responsibility of the offeror to ensure that they have read and met the specifications of all addendums in their proposal.