

December 21, 2018

TO: ALL OFFERS

FROM: Vicki Macklin
Support Services Administrator

SUBJECT: ADDENDUM TO REQUEST FOR PROPOSALS - CONTRACT NO. STA19101-SPEC_MOVE,
Specialty Moving Services

ADDENDUM #1

Below are the requested changes to Insurance Requirements on page 19 of the RFP:

- a. Vendor shall in all instances maintain the following insurance during the term of this Agreement.
 - i. Worker's Compensation and Employer's Liability Insurance in accordance with applicable law.
 - ii. Commercial General Liability
\$1,000,000.00 per occurrence/\$3,000,000 per aggregate.
- b. The successful vendor must carry at least one of the following depending on the scope of work being delivered.
 - i. Professional Liability
\$3,000,000.00 per occurrence/\$10,000,000 per aggregate
- c. If the contractual service requires the transportation of departmental clients or staff, the vendor shall, in addition to the above coverage's, secure at its own expense the following coverage.
 - i. Automotive Liability Insurance (Bodily Injury) covering all automotive units transporting departmental clients or staff used in the work with limits of not less than \$100,000 each person and \$300,000 each accident.
 - ii. Automotive Property Damage (to others) - \$25,000

All other terms and conditions remain the same.

If you have any questions, please contact me at (302) 736-7405, Vicki.Macklin@state.de.us