



## ADDENDUM NO. 1

Date: May 30<sup>th</sup>, 2024

To: All Interested Parties

From: Alessia Bencomo, Procurement Specialist  
Village of Palmetto Bay  
9705 E. Hibiscus Street  
Palmetto Bay, Florida 33157

Re: Request for Proposal No. 2024-43-016  
Employee Benefits Broker/Agent of Record

This Addendum forms part of the Request for Proposal (RFP) Package advertised on April 30<sup>th</sup>, 2024, and with an **original** proposal opening date of June 3<sup>rd</sup>, 2024, with any amendments and/or additions noted below.

*Please be advised that the proposal opening date has been extended to **Monday, June 10<sup>th</sup>, 2024 at 9:00 a.m.***

*The last day to submit questions is **Wednesday, June 5<sup>th</sup>, 2024 at 3:00 p.m.***

*The addendum posting date is **Thursday, June 6<sup>th</sup>, 2024 at 3:00 p.m.***

Thank you,

A handwritten signature in blue ink that reads "Alessia Bencomo".

Alessia Bencomo  
Procurement Specialist

# ACKNOWLEDGEMENT OF ADDENDUM SOLICITATION



Amendment/Modification No: 1

Amendment of RFP No: 2024-43-016

Title: Employee Benefits Broker/Agent of Record

Name of Company \_\_\_\_\_

Date Addendum Received \_\_\_\_\_

Total Pages of Addendum including Acknowledgement 2

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

**All other terms and conditions stipulated in the original Village of Palmetto Bay Request for Proposal shall remain in force. All addenda created will be incorporated into the final contract and must be acknowledged in all proposals. This acknowledgement form must be included in the response and failure to sign and submit this form may result in rejection of your proposal.**