



**Addendum #1**  
**Issue Date: 06/07/18**

**Newport News Redevelopment & Housing Authority**  
**Division of Purchasing**  
227 27<sup>th</sup> Street P.O. Box 797  
Newport News, VA 23607  
Phone: (757) 928-2623 Fax: (757) 245-2144  
<http://www.nnrha.com>

**Invitation for Bids**  
**IFB #VFI-26-18**  
**June 07, 2018**

**Issue Date: June 07, 2018**  
**Closing Date: June 27, 2018 @ 2:00 PM**

**VEHICLE FLEET INSURANCE**  
**Bid Due Date: June 27, 2018 @ 2:00 PM**

Invitation for Bid, subject to the conditions and instructions contained herein, will be received at the above office until the date and hour shown (local prevail time) for furnishing the items or services described in the Invitation for Bid.

**It is agreed and understood that this page will constitute addendum #1, and shall be made part of the IFB document. This document must be signed and returned with the Bid.**

**Addendum #1 2<sup>nd</sup> Sheet:**

**2<sup>nd</sup> Sheet:**

**DELETE: 2<sup>nd</sup> Sheet Vehicle Fleet & Workers Compensation Insurance, IFB #VFI-26-18**

**REPLACE: With new 2<sup>nd</sup> Sheet Vehicle Fleet Insurance IFB #VFI-26-18 attached**

Procurement Officer: \_\_\_\_\_

Donald J. Rhodes, Procurement Manager, [drhodes@nnrha.org](mailto:drhodes@nnrha.org)

Company Name: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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Invitation for Bids  
IFB #VFI-26-18  
June 7, 2018

**VEHICLE FLEET INSURANCE**  
**Bid Due Date: June 27, 2018 at 2:00 P.M**

Sealed bids, subject to the conditions and instructions contained herein, will be received at the above office until the date and hour shown (local prevailing time), and then publicly opened, for furnishing the described equipment, materials, and/or services, for delivery and/or performance F.O.B. Newport News, VA. **Bids received in the issuing office after the date and time may not be considered.** NNRHA is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra-authority mail system. **It is the sole responsibility of the bidder to ensure that its bid reaches the issuing office by the designated date and hour.** The official time used in the receipt of bids is that time on the automatic time stamp machine in the issuing office.

All requests for interpretation of specifications shall be by written request, sent via facsimile to (757) 245-2144 or email to [drhodes@nnrha.org](mailto:drhodes@nnrha.org). Any changes to this bid document will be issued as addenda, and will be on file in the Division of Purchasing until bids are opened. All such addenda will become part of the contract and all bidders will be bound by such addenda, whether or not received by the Bidder. **Written questions must be submitted ten (10) days prior to the closing date of the bid June 18, 2018 @ 5:00 PM.**

**PLEASE NOTE: The Wilbern Building is closed daily between the hours of 12:00 noon to 1:00p.m.**

This form must be signed, as well as subsequent addenda, and all pages returned in a sealed envelope. All signatures must be original and not photocopies.

In compliance with this Invitation for Bids, and subject to all the conditions thereof, the undersigned offers, if this bid is accepted within ninety (90) calendar days from the date of the opening, to furnish any or all of the items and/or services upon which prices are quoted, at the price set opposite each item, to be delivered at the time and place specified herein. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this bid, and is authorized to contract on behalf of firm named below.

Company Name: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **1.0 PURPOSE:**

The Newport News Redevelopment and Housing Authority (NNRHA) are seeking sealed bids from Insurance Agents with at least five (5) years of experience in insurance procedures.

## **2.0 BID INSTRUCTIONS:**

Bids must be submitted in the format prescribed in this package. Bidder(s) shall provide sufficient detail to facilitate NNRHA's evaluation of the bids. NNRHA reserves the right to reject any and all bids and waive any informality.

### **Bid documents include:**

*Attachment A-Vehicle Fleet Coverage*

*Attachment A-1 – Vehicle Fleet (FY-19)*

*Attachment B- Price sheet\**

*Attachment C-Terms and Conditions\**

*Attachment D-Statement of Bidders Qualifications\**

*Attachment E-Non Collusive Affidavit\**

*Attachment F-Minority Business Participation Commitment \**

*Attachment G-Section 3 Forms\**

*Attachment H-Instructions to Bidders for Contracts HUD Form 5369*

*Attachment I-Instruction to Offerors Non-Construction HUD Form 5369-B*

*Attachment J-Certifications and Representations of Offerors HUD Form 5369-C\**

## **NOTE:**

"ALL FORMS IDENTIFIED WITH A RED ASTRICK (\*) MUST BE COMPLETED AND SUBMITTED WITH BID PACKET.