



GRAND HAVEN CHARTER TOWNSHIP

SUBJECT: Addendum to Property and Liability Insurance RFP

To Whom It May Concern ,

The following municipalities are seeking proposals for property and liability insurance coverage; Village of Spring Lake, City of Grand Haven, Spring Lake Township, City of Ferrysburg, and Grand Haven Charter Township. All qualified bidders are asked to submit sealed proposals which the City will open **Wednesday, March 13, 2019 at 10am** in the City Manager's Office Conference Room.

The above mentioned municipalities seek to contract to obtain property and liability insurance coverage. The period of the contract is for one year. Each municipality will consider proposals on an individual basis, separate from one another.

The request for proposal specifications are available on the City's website: <https://www.grandhaven.org/city-services/accepting-bids-rfps-quotes/> . Any requests or questions about one or more of the specifications can be directed to Ashley Latsch via letter or email: alatsch@grandhaven.org.

Each municipality reserves the right to reject any and all proposals and to waive irregularities in proposals.

Please place three completed and signed copies of the completed proposals in an envelope labeled "2019-2020 Insurance Proposal". Submissions shall be delivered to the City Clerk's office no later than **10am on March 13, 2019**.

Sincerely,

Ashley Latsch