



**GARLAND INDEPENDENT SCHOOL DISTRICT**

**PURCHASING DEPARTMENT**  
501 SOUTH JUPITER ROAD  
Garland, Texas 75042

**August 23, 2016**

**ADDENDUM #1, RFP # 363-17**

**Property Insurance**

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Failure to submit the addendum will be used as an evaluated factor.

**1.) THE DATE AND TIME OF SUBMITTAL OF MARKET REQUEST FORMS AND THE PROPOSER QUESTIONNAIRE FORM IS CHANGED AS FOLLOWS:**

**FROM: August 31, 2016**

**TO: August 26, 2016**

**2.) POSTING OF MARKET ASSIGNMENT FORMS FOR COMMERCIAL PROPERTY INSURANCE AND COMMERCIAL CRIME INSURANCE TO THE WEBSITE**

Mark A. Booker  
Director of Purchasing

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## Market Assignment Form

RFP #363-17

### COMMERCIAL PROPERTY INSURANCE INCLUDING BOILER AND MACHINERY, EDP, INLAND MARINE

List insurance carriers in order of preference. DO NOT LIST MORE THAN 3 CARRIERS.

Carrier	Average premium dollars per year with each carrier	Length of relationship of specific location Agency/ Brokerage with each carrier	Length of relationship of entire Company/ Brokerage with each carrier	Number of years of experience with a school district for Agency/ Brokerage	Number of years of experience with a school district for entire Company/ Brokerage	Ratio (%) Of school district business to total premium volume
1.	\$					%
2.	\$					%
3.	\$					%

Company submitting proposal \_\_\_\_\_ Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Address Printed Name \_\_\_\_\_ Fax Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Title \_\_\_\_\_ E-mail address \_\_\_\_\_

This MARKET ASSIGNMENT FORM is to be completed, signed, placed in a sealed envelope and delivered to the following location. Please note the following information, in large letters, on the outside of the envelope: "INSURANCE RFP #363-17" with the due time and date.

GARLAND ISD PURCHASING DEPARTMENT  
501 South Jupiter Rd  
Garland, TX 75042  
**DUE NO LATER THAN 10:30 a.m. on AUGUST 26, 2016**

**Market Assignment Form**  
**RFP #363-17**  
**COMMERCIAL CRIME INSURANCE**

List insurance carriers in order of preference. DO NOT LIST MORE THAN 3 CARRIERS.

Carrier	Average premium dollars per year with each carrier	Length of relationship of specific location Agency/ Brokerage with each carrier	Length of relationship of entire Company/ Brokerage with each carrier	Number of years of experience with a school district for specific location Agency/ Brokerage	Number of years of experience with a school district for entire Company/ Brokerage	Ratio (%) Of school district business to total premium volume
1.	\$					%
2.	\$					%
3.	\$					%

Company submitting proposal \_\_\_\_\_ Signature \_\_\_\_\_ Phone Number \_\_\_\_\_

Address Printed Name \_\_\_\_\_ Fax Number \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Title \_\_\_\_\_ E-mail address \_\_\_\_\_

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GARLAND ISD PURCHASING DEPARTMENT  
 501 South Jupiter Rd  
 Garland, TX 75042

**DUE NO LATER THAN 10:30 a.m. on AUGUST 26, 2016**