

Memphis-Shelby County Airport Authority (Authority)

Addendum No. 1

To

Request for Proposal 24-0014

Employee Group Insurance Coverage

This Addendum is an integral part of the Request for Proposal (RFP) package named above. The Memphis-Shelby County Airport Authority deems all sealed proposals submitted in recognition and consideration of the entire RFP package **including all addenda**.

In the event of conflict between the Scope of Services of the RFP and the Specifications of this Addendum, the Specifications of this Addendum shall prevail.

Item Number 1 ***RFP Timeline shall be deleted in its entirety and replaced with the following below:***

June 4, 2024	Publication of Legal Notice
June 6, 2024	Release of RFP Documents
June 17, 2024	Questions Due from Respondents by 4:30 p.m.
June 21, 2024	Questions and Answers posted on Authority website by 4:30 p.m.
July 12, 2024	Response Due to Authority by 2:00 p.m.
August 15, 2024	Anticipated Board Approval of the Award of Contract
September 1, 2024	Anticipated Contract Commencement Date

Item Number 2 ***Section 2.5, RFP and Response Submissions, shall be deleted in its entirety and replaced with the following below:***

2.5 RFP and Response Submissions

A copy of this RFP will be distributed to prospective Respondents. This RFP also will be available on the Authority’s website, www.flymemphis.com.

Respondents shall prepare responses in compliance with all the instructions outlined in this RFP, providing the requested information and returning the completed document to the Authority by the submission deadline.

All responses shall be sealed and clearly marked with the Respondent's name and address and the words "Employee Group Insurance Coverages" and "RFP Number 24-0014" on the outside of the envelope or container. The Respondent shall allow sufficient time to ensure receipt of the response. It is the sole responsibility of the Respondent to have the response delivered to the Authority at the address below before the closing hour and date given in this RFP.

Respondents should note that FedEx First Overnight® and UPS Next Day Air Early AM® shipments typically arrive before normal Authority business hours of 7:00 AM – 3:30 PM Local Time. Should you choose to ship by one of these methods, and your shipment arrives before the Authority's business hours, FedEx or UPS will not deliver the package until the following day. Any response tendered for delivery to the Authority must be in the Authority's possession prior to the opening date and time. Any delivery received after the submission deadline will be accepted and returned to the Bidder unopened.

Responses must be received at the address below **before 2:00 PM Local Time on July 12, 2024:**

Procurement Department
Memphis-Shelby County Airport Authority
4150 Louis Carruthers Drive
Memphis, Tennessee 38118
Attn: Request for Proposals, Employee Group Insurance Coverages,
RFP Number 24-0014

A listing of all proposers responding to Requests for Proposals and Requests for Qualifications will be posted to the Authority's website one (1) hour after the response deadline. Responses to Requests for Proposals and Requests for Qualifications will not be publicly published.

The Authority reserves the right to extend the opening date or time provided no RFP responses have been previously opened. Late responses will NOT be considered and will be returned to the Respondent unopened.