



**REQUEST FOR PROPOSALS (RFP) #25-008**  
**PROPERTY MANAGEMENT SERVICES**

**ADDENDUM NUMBER TWO (2)**

**September 18, 2025**

**A. INSTRUCTIONS:**

1. This addendum shall be included as part of the original Request for Proposals documents and the scope of work required therein.
2. Receipt of this addendum must be acknowledged by return of the fully executed "Acknowledgement of Receipt of Documents," attached hereto, and must be submitted with the bid.

**Any bids not including the "Acknowledgement of Receipt of Documents" form may be considered non-responsive.**

**B. REVISION TO THE MINIMUM INSURANCE REQUIREMENTS:**

The following revisions are made in Section V. B. – Minimum Insurance Requirements, page 13.

**Revised Statement:**

The Owner shall be named as an additional insured on a primary and non-contributory basis for all categories below. At a minimum, the Respondent shall maintain the following types and limits of insurance coverage:

- **Workers' Compensation and Occupational Disease Insurance** in accordance with Florida law, including Employer's Liability Insurance with minimum limits of \$1,000,000 per occurrence.
- **Commercial General Liability Insurance** (primary and umbrella) or equivalent, with coverage of not less than \$1,000,000 per occurrence and \$5,000,000 in the aggregate, covering bodily injury, personal injury, and property damage. This policy must include contractual liability coverage for obligations under the Management Agreement. The Owner shall be named as an additional insured on a primary and non-contributory basis.
- **Automobile Liability Insurance** (primary and umbrella), including coverage for owned, non-owned, and hired vehicles, with limits of no less than \$2,000,000 per occurrence, combined single limit for bodily injury and property damage. The Owner shall be named as an additional insured on a primary and non-contributory basis.
- **Fidelity Bond Coverage:** Respondent and all personnel handling Owner's funds shall be bonded in favor of the Owner with coverage of \$2,000,000 per occurrence and a deductible not exceeding \$10,000.

**Failure to procure or maintain any of the above coverage shall be considered a material breach of the Management Agreement.**

*Previous Statement:*

The Owner shall be named as an additional insured on a primary and non-contributory basis for all categories below. At a minimum, the Respondent shall maintain the following types and limits of insurance coverage:

- **Workers' Compensation and Occupational Disease Insurance** in accordance with Florida law, including Employer's Liability Insurance with minimum limits of \$1,000,000 per occurrence.
- **Commercial General Liability Insurance** (primary and umbrella) or equivalent, with coverage of not less than \$1,000,000 per occurrence and \$5,000,000 in the aggregate, covering bodily injury, personal injury, and property damage. This policy must include contractual liability coverage for obligations under the Management Agreement. The Owner shall be named as an additional insured on a primary and non-contributory basis.
- **Automobile Liability Insurance** (primary and umbrella), including coverage for owned, non-owned, and hired vehicles, with limits of no less than \$2,000,000 per occurrence, combined single limit for bodily injury and property damage. The Owner shall be named as an additional insured on a primary and non-contributory basis.
- ~~**All-Risk Property Insurance** with a minimum coverage amount of \$50,000 to insure the Respondent's personal property.~~
- **Fidelity Bond Coverage:** Respondent and all personnel handling Owner's funds shall be bonded in favor of the Owner with coverage of \$2,000,000 per occurrence and a deductible not exceeding \$10,000.

**Failure to procure or maintain any of the above coverage shall be considered a material breach of the Management Agreement.**

**END OF ADDENDUM #2**



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**PROPERTY MANAGEMENT SERVICES**

**ADDENDUM NUMBER TWO (2)**

**September 18, 2025**

**ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS**

**All prospective firms for the above-referenced solicitation must sign this acknowledgement form as verification of receipt of the following documents:**

- **Addendum #2**

**NOTE: Each prospective bidder must submit this form with the submission package. Any bids not including this form may be considered non-responsive.**

**Acknowledged by:**

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

\_\_\_\_\_  
**Printed Name of Authorized Company Official**

\_\_\_\_\_  
**Signature of Authorized Company Official**

**Date:** \_\_\_\_\_