



Addendum 1: June 25, 2025

Request for Proposal: AH-2025-1TD

Review and Revision of the Township of Algonquin Highlands' Asset Management Plan

This Addendum is issued to provide clarification to the documents and respond to questions during the Request for Proposal process. This Addendum shall form part of the Request for Proposal requirements and shall be read in conjunction therewith. This Addendum shall take precedence. The Proponent must sign this Addendum in the space provided below and submit this Addendum to the Township of Algonquin Highlands as part of the Proposal submission.

Failure to sign and submit this addendum with the Proposal submission will result in the Proposal being non-complaint and rejected from further evaluation. Refer to the following section in the Request for Proposal for additional information.

Refer to the mandatory submission requirements section in the Request for Proposal for requirements.

Amendment to Request for Proposal Document

To clarify, proposals must be received by the Township of Algonquin Highlands by 3:00 p.m., Friday, July 4th, 2025.

Bidder Questions

Question 1: On Page 7, the RFP mentions that the Township has recently implemented a new database. How complete and consistent is that asset dataset? Assuming the successful proponent has access to that data, how much additional data sourcing and data entry will be required to complete the scope of work?

Answer 1: PSD CityWide Software was implemented in 2023 and completed in 2024 and is based on the asset data that was collected in conjunction with our asset review during the creation of our existing Asset Management Plan that was approved in October 2020. The base data is basically complete, but additions and improvements completed over the past few years will require some data collection and entry in relation to statistical information such as measurements, identification numbers for new equipment etc.

Question 2: Are proposals required to be submitted through Biddingo, or will email submission to the RFP contact before the deadline be acceptable?

Answer 2: In accordance with Section 4.3 – Proposals must be signed and sealed and clearly marked with Proposal Number AH-2025-1TD and received at the Township of Algonquin Highland's municipal address (1123 North Shore Road, Algonquin Highlands, ON K0M 1S0). Currently, we do not accept proposals through Biddingo or by email in accordance with our Purchasing Policy.

This addendum is part of "Request for Proposal: AH-2025-1TD"

Name of Proponent: _____

Signature of Proponent: _____ Date: _____

End of Addendum No. 1