

RS-RFP-001-2025
Request for Proposal
Green Municipal Fleet Study

Addendum No. 1
(to the Request for Proposals Document)

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their response.

1. Questions

Q - Could you confirm if pricing should be included separately from the technical submission. On page 8 under “Project Understanding and Methodology to Achieve Workplan” the RFP states to not include any hourly rates or pricing info. If yes, is it to be provided as a lump sum on the Form of Proposal and uploaded separately as a package with forms 1-4?

Is any additional pricing information required in addition to the lump sum?

A - Pricing shall be submitted as a lump-sum cost on the Form of Proposal. The four (4) required forms shall be included with the technical proposal as a single .pdf submission of no more than 25 pages (20 pages – technical submission, 1 page – cover page, 4 pages – required forms). Additional pricing information, such as hourly rates, is not required to be included.

Q - Will the bid portal allow us to upload more than one file for the submission to keep the pricing separate?

A - Proposals must be submitted as a single .pdf document, no larger than 50MB to the City’s electronic submission portal by the submission deadline. Submissions shall include both the technical proposal and the required forms within the single submitted document.

Q - Would it be possible to extend the proposal submission deadline **by two weeks** due to the high volume of similar RFPs in the market, allowing us to deliver a comprehensive and tailored response?

A - No, the City wishes to maintain the existing schedule for this RFP.



Mathew Bahm
Director of Recreation

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