



Town of Arnprior

**Fire Dispatch Services
Tender # FD-2025-01**

Addendum #1

To: Bidders
From: Kaitlyn Wendland, Deputy Clerk
Date: October 28th, 2025

This addendum is being provided to clarify items in the Tender Documents, Tender #FD-2025-01 – Fire Dispatch Services.

Addendum #1 **will** form part of the bid documents and **must** be attached to the bid documents received by the Town of Arnprior.

Q1: Clarification on submission due date

A: Submissions are due on Thursday, November 13th at 2:00 PM ET.

Q2: Methods of submission

A: Submissions for Tender #FD-2025-01 – Fire Dispatch Services can be made in paper in the form of sealed proposals or electronically via MERX. Submissions will not be accepted by email. Instructions for both submission methods follow below.

For paper submissions, proponents are to ensure:

- a) The proponent **shall submit two (2) sealed copies** of your **technical proposal**, and **two (2) sealed** copies of your **financial proposal**, signed by an authorized official, in separate sealed envelopes and clearly identified on the outside as to its contents, identifying the proponent firm's name and marked:

**Technical Proposal
(Proponent Firm Name)
Fire Dispatch Services
RFP # FD-2025-01**

AND

**Financial Proposal
(Proponent Firm Name)
Fire Dispatch Services
RFP # FD-2025-01**

- b) include in the proposal attached mandatory forms - Appendix A Proposal Forms: Proponent Information Form, Acknowledgement of Receipt of Addenda and Declaration of Proponent;
- c) clause (b) above does not preclude a Proponent from submitting support materials such as: company information, staff profiles, methodologies, and work schedules;
- d) ensuring that proposals are received at the Clerk's office no later than the submission deadline and **MUST BE ADDRESSED TO THE FOLLOWING:**

**Kaila Zamojski, Town Clerk
Town of Arnprior
105 Elgin Street West
Arnprior Ontario K7S 0A8**

- e) understanding that proposals that are incomplete, conditional or obscure in the sole opinion of the Town, may be rejected;
- f) ensuring the proposal is signed by an authorized official of the bidding firm and that the proposal submission package is sealed in an envelope and clearly identified on the outside as to its contents, identifying the proponent firm's name and marked:
- g) understanding that the Town will not accept proposals submitted by email, facsimile transfer or any other electronic means other than through MERX.com.
- h) understanding that under no circumstances will any change be permitted to a proposal after the RFP closing date and time; and ensuring that any supplementary information and literature, either as was requested, or as deemed by a proponent to be relevant to their proposal, is included with their submission. The additional information shall not qualify or restrict the proposal in any way, or the proposal will be declared informal and may result in rejection thereof.

For electronic submissions, proponents are to ensure:

- a) All Proposal packages must be submitted through the MERX.com website or in paper format. Proposal submissions will not be accepted via email;
- b) Fully complete all forms as set forth in this RFP, including the completion of Appendices. Failure to complete these forms may result in the Proposal not being considered;
- c) clause (a) above does not preclude a Proponent from submitting support materials such as: product information, certified service detail, maintenance & service specifications/costing, and warranty information;
- d) ensure that Proposals are received via MERX.com no later than the submission deadline as noted in the submission deadline section and must be addressed to the following:

**Kaila Zamojski, Town Clerk
Town of Arnprior**

- e) understanding that Proposals that are incomplete, conditional or obscure in the sole opinion of the Town, may be rejected;
- f) ensuring the Proposal is signed by an authorized official of the bidding firm;

- g) ensuring the Proposal is clearly expressed and completed. All strikeouts, overwriting and erasures must be initialled by the authorized official of the bidding firm;
- h) understanding that the Town will not accept Proposals submitted electronically by email, facsimile transfer or any other means other than MERX.com or in paper format;
- i) understanding that under no circumstances will any change be permitted to a form of tender after the tender closing date and time; and
- j) ensuring that any supplementary information and literature, either as was requested, or as deemed by a proponent to be relevant to their proposal, is included with their proposal submission. The additional information shall not qualify or restrict the proposal in any way, or the proposal will be declared informal and may result in rejection thereof.

Issued by:

Kaitlyn Wendland
Deputy Clerk
Town of Arnprior
613-623-4231 ext. 1817

I _____ of _____
(Printed name of signing officer) (Company name)

have received Addendum #1 and have attached it to our tender submission for Tender #FD-2025-01 – Fire Dispatch Services.

(Signature of signing officer) _____ Date _____