

**Subject:** Addendum to RFP 2025-07 – Important Updates

July 21, 2025

Dear Proponents,

The Town of Stephenville wishes to inform all interested parties of the following updates and clarifications to the RFP 2025-07 document:

1. **Electronic Submissions:** Proposals and questions may now be submitted by email. Full details and submission instructions are outlined in the revised RFP document.
2. **Deadline for Questions:** Written questions will be accepted up to July 30, 2025, at 15:30 (3:30 p.m.) prior to the RFP closing date/time August 1, 2025 at 15:30 (3:30 p.m.) Responses will be shared with all registered proponents, to the extent possible, without compromising the fairness or integrity of the process. The Town shall endeavor to exclude confidential or proprietary information from the distributed material. Verbal responses to any inquiry are NOT binding on either party.
3. **Standard Terms and Conditions:** This RFP is subject to the *Atlantic Provinces Standard Terms and Conditions for Goods and Services*, effective January 31, 2013, **excluding** Newfoundland and Labrador supplements, where applicable. This corrects a previous reference that incorrectly stated “including.”

Please ensure you are referring to the updated version of the RFP when preparing your submission. The revised document has been uploaded to Merx, Facebook, LinkedIn, the Town Website and is also attached for your convenience.

Thank you for your interest in this opportunity. If you have any questions or require further clarification, please contact Candace Simon by e-mail or [candace.simon@stephenville.ca](mailto:candace.simon@stephenville.ca) or by calling 709-649-7754.