

## ADDENDUM NO. 1

**DATE ISSUED: October 1, 2024**

**PROJECT: RFP-2023-09 – Sovereign House Tenancy with Park Caretaking Duties**

The RFP Documents for this work are revised as noted herein. All such revisions become a part of the work and shall be included in your Proposal. No consideration will be allowed for extras due to the Proponent not being familiar with this addendum

### 1. Amendment

#### 1.0 GENERAL INFORMATION

##### Remove:

##### 1.1 Request

The District of Coldstream (“District”) is requesting Proposals from qualified person(s) (the “Proponent”) for Sovereign House Tenancy with Park Caretaking Duties for a term of three (3) years commencing February 1, 2025, with the option to extend for two (2) additional one (1) year terms upon mutual agreement of both parties.

Sovereign House is located in Sovereign Park at 7604 Kidston Road, Coldstream, BC.

The Caretaker will be required to enter into the Sovereign Park Caretaker Services Agreement which is attached to this RFP as Appendix ‘A.’ The Caretaker will reside in the rental unit provided by the District and located within Sovereign Park and will be required to enter into the Tenancy Agreement attached to this RFP as Appendix ‘B’. The rental and Sovereign Park Caretaker position are tied to one another; if the Caretaker contract ends, the Tenancy will also end.

##### Add:

##### 1.1 Request

The District of Coldstream (“District”) is requesting Proposals from qualified person(s) (the “Proponent”) for Sovereign House Tenancy with Park Caretaking Duties for a term of three (3) years commencing **March 1, 2025**, with the option to extend for two (2) additional one (1) year terms upon mutual agreement of both parties.

Sovereign House is located in Sovereign Park at 7604 Kidston Road, Coldstream, BC.

The Caretaker will be required to enter into the Sovereign Park Caretaker Services Agreement which is attached to this RFP as Appendix ‘A.’ The Caretaker will reside in the rental unit provided by the District

and located within Sovereign Park and will be required to enter into the Tenancy Agreement attached to this RFP as Appendix 'B.' The rental and Sovereign Park Caretaker position are tied to one another; if the Caretaker contract ends, the Tenancy will also end.

## 2. Amendment

### 1.0 GENERAL INFORMATION

Remove:

#### 1.3 RFP Timetable

<b>RFP Issue Date</b>	September 26, 2024
<b>Mandatory Site Meeting</b>	October 7, 2024
<b>Deadline for Questions</b>	October 18, 2024
<b>Submission Deadline</b>	October 22, 2024
<b>Estimated Evaluation of Proponents</b>	October 28, 2024
<b>Potential Interviews</b>	October 28-31, 2024
<b>Anticipated Execution of Agreement</b>	November 2024

The RFP timetable is tentative only and may be changed by the District at any time.

Add:

#### 1.3 RFP Timetable

<b>RFP Issue Date</b>	September 26, 2024
<b>Mandatory Site Meeting</b>	October 7, 2024 or October 17, 2024
<b>Deadline for Questions</b>	October 18, 2024
<b>Submission Deadline</b>	October 22, 2024
<b>Estimated Evaluation of Proponents</b>	October 22-24, 2024
<b>Potential Interviews</b>	October 24-29, 2024
<b>Anticipated Execution of Agreement</b>	October 31, 2024

The RFP timetable is tentative only and may be changed by the District at any time.

## 3. Amendment

### 2.0 INSTRUCTIONS TO PROPONENTS

Remove:

#### 2.1 Site Meeting

A Mandatory Site Meeting will be scheduled for October 7, 2024, between 3:00 PM and 4:00 PM. Please email [purchasing@coldstream.ca](mailto:purchasing@coldstream.ca) to confirm intended attendance.

**Add:**

## **2.2 Site Meeting**

Site meetings will be scheduled for October 7, 2024 and October 17, 2024 between 3:00 PM and 3:45 PM. Proponents must attend one of the meetings. Please email [purchasing@coldstream.ca](mailto:purchasing@coldstream.ca) to confirm intended attendance.

**4.**

## **APPENDIX 'A' DRAFT SERVICES AGREEMENT**

### **Section 1.0 Term**

**Remove:**

- 1.1 This Agreement commences February 1, 2025 and terminates on January 31, 2028, unless earlier terminated or renewed in accordance with this Agreement (**the "Term"**).
- 1.2 The District may renew the Agreement on the same terms and conditions for two additional one-year periods each, ending no later than January 31, 2030.

**Add:**

- 1.3 This Agreement commences March 1, 2025 and terminates on February 29, 2028, unless earlier terminated or renewed in accordance with this Agreement (**the "Term"**).
- 1.4 The District may renew the Agreement on the same terms and conditions for two additional one-year periods each, ending no later than February 28, 2030.

**END OF ADDENDUM NO. 1**