



ADDENDUM NO. 1

REQUEST FOR PROPOSAL

Facility Space for Prairie Hope High School and the NorthStar Program

Issued by	Brandon School Division
Original RFP issue date	October 9, 2026
Addendum issue date	October 23, 2026
Proposal closing	October 30, 2026, at 2:00 PM local time
Procurement contact	Susan Gilleshammer, Assistant Superintendent – Student Services

IMPORTANT: This addendum forms part of the RFP and must be read together with the original RFP. Except as expressly amended by this addendum, all other RFP requirements remain unchanged. If there is a conflict between this addendum and the original RFP, this addendum governs.

Purpose. This addendum clarifies the anticipated occupancy and equipment and adds commercial-kitchen regulatory and permitting requirements.

1. Amendment to Section 4 – Facility and Space Requirements

Section 4 – Facility and Space Requirements is amended by adding the following mandatory requirements.

1.1 Maximum Building Occupancy

- **Maximum anticipated occupancy:** 200 students and 20 staff members.

1.2 Kitchen Use Requirements

- The cooking space is intended to serve the occupants of the facility, up to the maximum anticipated occupancy stated in Section 1.1.
- No deep fryer or grill is intended to be installed in the space.
- The kitchen must include sufficient electrical circuits and receptacles for countertop equipment, including slow cookers, mixers, blenders, and similar appliances.

1.3 Appliances Supplied by Brandon School Division

- Anticipated kitchen equipment to be supplied by Brandon School Division includes:
 - Two electric convection ranges;
 - One two- or three-door cooler;
 - One two- or three-door freezer;
 - Three microwaves; and
 - One high-temperature commercial dishwasher.

1.4 Regulatory Compliance and Permitting Responsibility

- **Health authority approval:** The successful proponent shall be responsible for completing and submitting the Food Handling Establishment Plan Review Application to Manitoba Health. No construction of the commercial kitchen shall commence until Manitoba Health has reviewed and stamped the design drawings.
- **Codes and regulations:** The design and completed work must comply with all applicable requirements, including the Manitoba Building Code, Manitoba Fire Code, and Manitoba Food and Food Handling Establishments Regulation, M.R. 339/88R.
- **Turnkey handover:** The successful proponent shall deliver a fully functional, turnkey kitchen space capable of passing the pre-opening public-health inspection required for issuance of the final operating permit.

2. Proposal Response Requirements

- Proponents must account for all requirements in this addendum in their proposed design, renovation or fit-up plan, schedule, responsibilities, approvals, and pricing.
- Proponents must identify any assumption, exception, alternative, limitation, required upgrade, or additional cost associated with these requirements.
- The completed Proposal Compliance Matrix must indicate compliance with the commercial-kitchen requirements in this addendum and provide supporting proposal, drawing, specification, or schedule references.

3. Closing Date and Other RFP Terms

The proposal closing date and time remain October 30, 2026, at 2:00 PM local time. All other terms and conditions of the RFP remain unchanged except as expressly modified by this addendum.

4. Acknowledgement of Addendum

Proponents must acknowledge receipt of this addendum in their proposal. The following acknowledgement may be completed and included with the submission:

Legal name of proponent	
Authorized representative name	
Title	
Signature	
Date	

END OF ADDENDUM NO. 1