

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)  
AS TO THE AVAILABILITY OF SPACE FOR LEASE  
IN THE CITY OF KELOWNA, BRITISH COLUMBIA  
FILE NUMBER M2989-16-L007**

Royal Canadian Mounted Police (RCMP) is asking interested parties to provide information for a potential lease of space that meets the following criteria:

**Section A: Lease Components**

- a lease term of approximately Five (5) years, commencing on March 1, 2017 plus an option to extend the lease for One (1) additional period of Five (5) years;
- approximately 148 rentable square metres (rm<sup>2</sup>) of contiguous office space and approximately 43 rm<sup>2</sup> of warehouse space, for a total combined space of approximately 191 rm<sup>2</sup>;
- parking for approximately 10 vehicles;
- bay door with a minimum height of 3.6 metres.
- the proposed space must be available approximately sixteen (16) weeks prior to the above-noted lease commencement date so all space(s) may be prepared for occupancy;
- the proposed space must be located in the City of Kelowna and within the following boundaries (the geographical boundaries include sites on either side of the roads):

North: Locations south of the junction of Old Vernon Road and Hwy 97  
South: Locations north of K.L.O. Road  
East: Locations west of Lakha Road  
West: Lake Okanagan

- on or before the lease commencement date, the proposed space will have to comply with all requirements contained in RCMP's *Standards for Leased Accommodation*, a copy of which may be obtained from the contact listed in Section F;

RCMP may wish to visit or inspect the proposed space upon reasonable notice, and a threat and risk assessment may be undertaken in order to assess potential threats to the security of the proposed space and to the public.

**Section B: Responses**

Interested parties are requested to submit their response to this EOI in writing to the following address:

RCMP Real Property Leasing  
Assets and Procurement Management Section  
Mailstop #909 – 14200 Green Timbers Way  
Surrey, BC V3T 6P3

or by facsimile to 778-290-6110

or by email to the contact listed below in Section F.

Please indicate File No. **M2989-16-L007** on all correspondence.

### **Section C: Responses Requested by**

As this may be the only invitation to submit an Expression of Interest for this potential lease project, owners or their agents should provide their response by **Thursday, November 3, 2016.**

Any response received after this date may not be considered.

### **Section D: Information Provided by Interested Parties or Agents of Interested Parties**

Information provided by interested parties or agents of interested parties should include the file number, the location and municipal address of the building, current zoning, specific location of space within the building, measured area of space, architectural drawings identifying the proposed space with washrooms, exits and other design elements, and details addressing the criteria listed above in Section A. Agents submitting a response to this EOI must provide RCMP with a letter authorizing them to do so.

### **Section E: Security Requirement**

If this EOI results in a lease acquisition process, the building owners of the proposed spaces must submit and be approved through a security screening process conducted by the RCMP. The security screening can be undertaken at anytime and security clearances must be granted prior to award of any lease contract. The successful lessor and all contractors employed to complete this project will also be required to hold a valid security clearance.

### **Section F: Additional Information**

For more information, please contact Pascallina Chang, A/Leasing Officer by phone at (778) 290-2782 or by email to: ediv\_leasing.po1.ediv1@rcmp-grc.gc.ca

### **Section G: List of Available Space**

This EOI is issued in order to invite interested parties to demonstrate their interest in providing the requirements described herein. This information may be included in a list of available space and used for potential future solicitations.

### **Section H: Not a Solicitation Process**

Note that this is not a tender process, nor a request for proposal, but only an inquiry as to the availability of space to lease. RCMP will not necessarily invite offers, or lease any space, and may not post any future ads related to this request. The information provided through this EOI may be included in a source list of available space and RCMP may issue an invitation to tender for other leasing requirements based on this information, or based on any other information which may come to its attention prior to an issuance of an invitation to tender; or it may invite offers by way of public tender. RCMP reserves the right to proceed with an Invitation to Offer to Lease by inviting only parties deemed to most effectively meet specific operational, security and public safety requirements.