

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)
AS TO THE AVAILABILITY OF SPACE FOR LEASE
IN THE CITY OF BRANDON, MANITOBA
FILE NUMBER 81000642**

Public Works and Government Services Canada (PWGSC) 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 seven (7) years, commencing on or about April 1, 2020;
- approximately 923 usable square metres (um²) of contiguous office space and 55 um² of contiguous storage space and one (1) parking space;
- the proposed space must be available approximately thirty-nine (39) weeks prior to the above-noted lease commencement date so all space(s) may be prepared for occupancy;
- the proposed space should satisfy or be capable of satisfying the following criteria:
 1. the proposed space must be within an office or commercial building; industrial type buildings and those with industrial space will not be considered;
 2. the proposed space must be located on the main floor. Preference may be given to spaces with any or all of the following: a highly visible storefront space, on a main road, with direct pedestrian access from the street;
 3. parking for approximately 25 vehicles must be available to the public within a one (1) block radius of the proposed space;
 4. the proposed space must be no more than 500 metres from a public transit stop with service no less than 30 minute intervals between the hours of 7:00 am and 5:30 pm, Monday to Friday inclusive. There must be an accessible walking route between the public transit stop and the proposed location;
 5. be fully accessible to persons with a disability;
 6. have acceptable space for the installation of a bicycle rack;
 7. the physical characteristics of the Lands and the Building and the area and environment surrounding it, including neighboring land uses, shall be compatible with the Lessee's intended use of the accommodation.
- the proposed space must be located in the city of Brandon, Manitoba;
- on or before the lease commencement date, the proposed space will have to comply with all requirements contained in PWGSC's *Standards for Leased Accommodation*, a copy of which may be obtained from the contact listed in Section F;

Note: PWGSC 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:

Public Works and Government Services Canada
Suite 100-167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

Attention: Maureen Shelley

Or by facsimile to (204) 983-4444

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

Please indicate File No. 81000642 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 August 16, 2017. 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, private/public parking facilities, and details addressing the criteria listed above in Section A. Agents submitting a response to this EOI must provide PWGSC with a letter authorizing them to do so.

Section E: Security Requirement

If this EOI results in a future tender process, the building owners of the proposed spaces will have to hold a valid security clearance at the (*indicate the security level for this requirement*) level, approved and granted by the Canadian Industrial Security Directorate (CISD) of PWGSC prior to award. All parties interested in this potential lease project are advised to obtain this security clearance level in advance. Information regarding security clearance can be obtained on the website of the CISD/PWGSC at <http://ssi-iss.tpsgc-pwgsc.gc.ca>. Please contact the person listed in Section F to initiate the security clearance process.

Section F: Additional Information

For more information, please contact Maureen Shelley, Leasing Officer by phone at (204) 230-5541 or by email to: maureen.shelley@pwgsc-tpsgc.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. PWGSC 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 PWGSC 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. PWGSC 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.