

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)  
AS TO THE AVAILABILITY OF SPACE FOR LEASE  
IN THE CITY OF OTTAWA (ONTARIO)  
FILE NUMBER 5225-2-2020-7**

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**

1. a lease term of approximately ten (10) years, commencing on or about May 1, 2021, plus an option to extend the lease for one (1) additional period of five (5) years;
2. approximately 1,488 usable square metres (um<sup>2</sup>) of contiguous warehouse space, approximately 166 usable square metres (um<sup>2</sup>) of contiguous office space, four (4) regular and one (1) accessible parking spaces;
3. the proposed space must be available approximately twenty-six (26) weeks prior to the above-noted lease commencement date so all spaces may be prepared for occupancy;
4. the proposed space must be located in the city of Ottawa and within the following boundaries (the geographical boundaries include sites on either side of the roads):

North: Ottawa River (including whole of Chaudière, Albert and Victoria islands)  
East: Trim Road, Navan Road, Milton Road  
South: Russel Road, Leitrim Road, Limebank Road, Earl Armstrong Road,  
Strandherd Drive  
West: Woodroffe Avenue, Carling Avenue, Woodroffe Avenue;

Click [here](#) for a visual display of the above boundaries. Please note that this information is for presentation only and that the boundaries have precedence.

5. the proposed warehouse space should satisfy or be capable of satisfying the following criteria:
  - (a) be contiguous with the office space;
  - (b) minimum clear (ie: to the underside of lighting/sprinklers, etc.) nominal ceiling height: 6.7 metres (m);
  - (c) minimum loading dock requirements:
    - two (2) loading docks;
      - dock heights with nominal dimensions between 1.2 to 1.4 m;
      - to be equipped with hydraulic dock levelers;
      - dock levelers with nominal dimensions between 1.8 to 2.1 m wide by 1.8 to 3 m long including a 0.4 m full width lip;
      - to be equipped with wheel chocks and bumpers;
      - exterior to be equipped with dock seals;
      - exterior docks or warehouse entrance(s) equipped with an insulated overhead metal door and locking device;
      - overhead door having a clear opening between 2.7 to 3.6 m high by 2.4 m to 3 m wide;
      - overhead doors having an electronic and manual door opening system;
      - dock lights in order to illuminate interior of trucks;
      - driver access doors;
      - turning radius for tractor trailers must be greater than 18.3 m; and
      - must accommodate 15.9 m tractor trailers;
    - one door with a ramp from grade to loading dock floor with maximum slope of 1:12 to accommodate forklifts or medium duty commercial trucks.

6. on or before the lease commencement date, the proposed space will have to comply with all requirements contained in PWGSC's *Standards for Leased Warehouse Accommodation* and *Standards for Leased Office Accommodation*, a copy of which may be obtained from the contact listed in Section F;
7. 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 and any other such documentation required by PWGSC to this EOI in writing by email to the contact listed below in Section F.

Please indicate File No. 5525-2-2020-7 on all correspondence and ensure you get an acknowledgment of receipt from the person named in Section F.

### **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 **July 21, 2020**. 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 and outside 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 **Reliability** level, approved and granted by the Contract Security Program (CSP) 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 CSP/ 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 Sophie Savard, Leasing Officer by phone at 873-353-0617 or by email to: [sophie.savard@pwgsc-tpsgc.gc.ca](mailto:sophie.savard@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.

In the event of any conflict between the provisions of this Section H and any other provision of this EOI, the provisions of this Section H shall prevail.