

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)  
AS TO THE AVAILABILITY OF OFFICE SPACE FOR LEASE  
IN THE CITY OF CALGARY, ALBERTA  
FILE NUMBER 81002223**

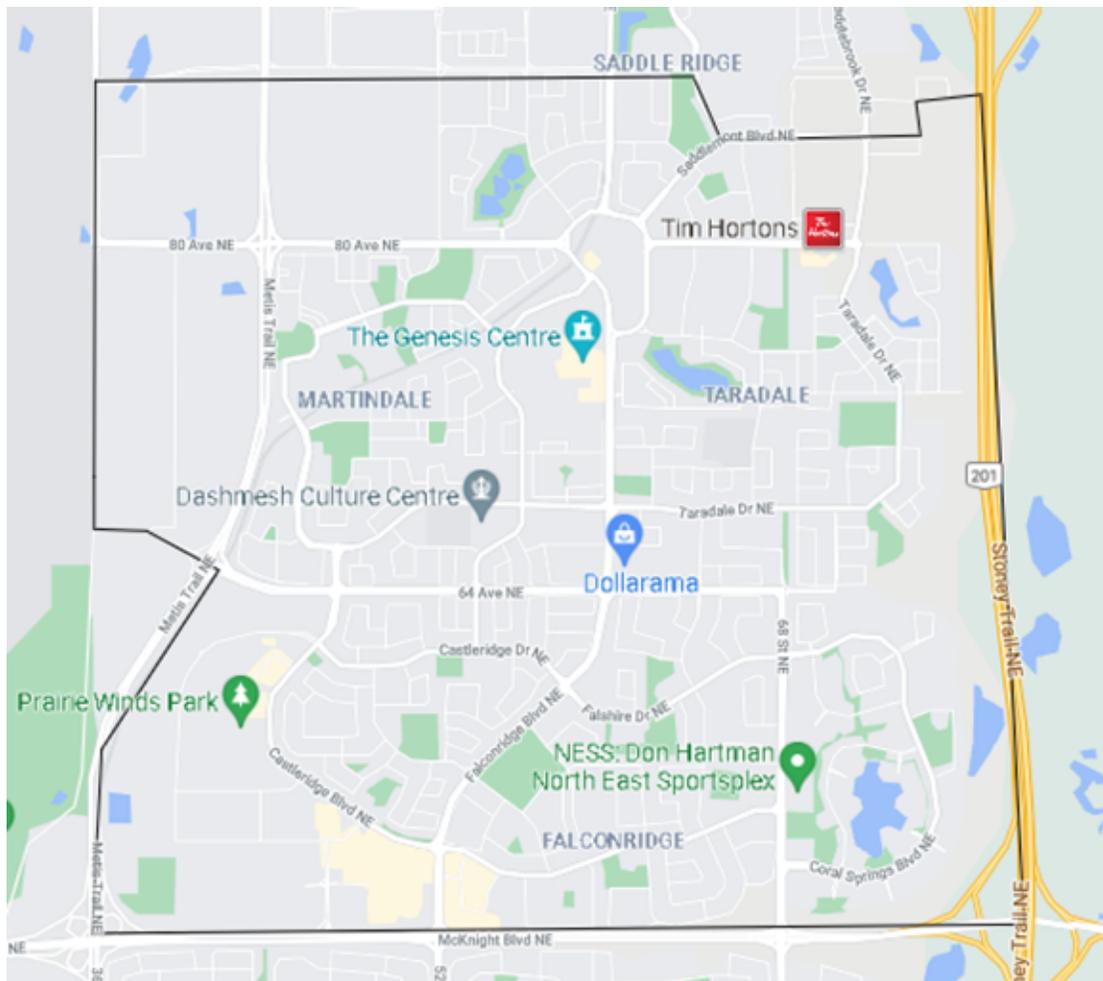
Public Services and Procurement Canada (PSPC) is asking interested parties to provide information for a potential lease of space that meets the following criteria:

**Section A: Lease Components**

- lease term of approximately 10 years, commencing on or about June 1, 2024, plus options to extend the lease for one (1) additional period of two (2) years; due to uncertainties surrounding the impacts of measures imposed by governments to combat COVID-19, the lease commencement date may be delayed by up to four (4) months;
- approximately 1207 usable square metres (um<sup>2</sup>) of contiguous office space and one (1) energized parking space;
- the proposed space must be available approximately Thirty-Seven (37) weeks prior to the above-noted lease commencement date so all spaces 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, if multiple floors are proposed they must be consecutive and must be contiguous within each floor;
  3. preference may be given to space with any or all of the following: a highly visible storefront space, on a main road, and with direct pedestrian access from the street;
  4. the proposed space must be fully accessible to persons with a disability;
  5. parking for approximately 10 vehicles must be available to the public within a one (1) block radius of the proposed space;
  6. cleaning services will be required during business hours;
  7. the proposed space must have acceptable space for the installation of a bicycle rack;
  8. a dedicated telecommunication/equipment room measuring no less than nine (9) um<sup>2</sup> within the proposed space must be provided; this area will not form part of the Lessee's usable area noted above but will be included in the rentable calculation;
  9. a public transit stop must be within 500 metres of the building main entrance, and the frequency of service must not be greater than 30 minute intervals between the hours of 0700 hours and 1800 hours, Monday to Friday inclusive; there must be an accessible walking route between the public transit stop and the building;

10. the physical characteristics of the lands and the building and the area and the environment surrounding it, including neighbouring land uses, shall be compatible with the Lessee's intended use of the accommodation;
  11. the dimensions of the proposed space must be compatible for efficient design and use.
- on or before the lease commencement date, the proposed space will have to comply with all requirements contained in PSPC's *Standards for Leased Accommodation*, a copy of which may be obtained from the contact listed in Section F;
  - the proposed space must be located in the city of Calgary and within the following boundaries (the geographical boundaries include sites on either side of the roads):

North: 88 Avenue NE, south on Saddleland Dr NE, east on Saddlemont Blvd NE, north on Saddlebrook Dr NE, east on Saddlelake Way  
South: McKnight Boulevard NE (North side)  
East: Stoney Trail NE (West side)  
West: Metis Trail NE, west on 64 Avenue NE, north on 36 Street NE



Note: PSPC 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 Services and Procurement Canada  
Canada Place - 10<sup>th</sup> Floor  
Suite 1000, 9700 Jasper Avenue  
Edmonton, Alberta T5J 4C3

Attention: Andrea Musgrave

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

Please indicate File No. 81002223 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/agents/mandatories should provide their response by November 15, 2021. 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 PSPC 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 PSPC 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/ PSPC 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 Andrea Musgrave, Leasing Officer by phone at (780) 862-8744 or by email to: [Andrea.Musgrave@pwgsc-tpsgc.gc.ca](mailto:Andrea.Musgrave@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. PSPC 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 PSPC 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. PSPC 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.