



**REQUEST FOR  
INFORMATION  
(RFI) –  
DEMANDE  
D’INFORMATION  
(DI)**

Title — Sujet: <b>RFI – Request for Information – Warehouse/Open Space Rental in Halifax and Fredericton</b>	
Solicitation No. — N° de l'invitation 100382788	Date: January 21, 2022
Solicitation Closes — L'invitation prend fin	Time Zone — Fuseau horaire
At /à: 02:00 PM (hours/heures)  On/le : <b>February 4, 2022</b>	<input checked="" type="checkbox"/> EST (Eastern Standard Time)/ HNE (heure normale de l'Est)  <input type="checkbox"/> EDT (Eastern Daylight Saving Time)/ HAE (heure avancée de l'Est)
F.O.B. — F.A.B.	
Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other — Autre: <input checked="" type="checkbox"/>	
Address Enquiries to — Adresser toutes questions à:  <b>All communications related to this solicitation must be sent to:</b>  EMAIL: <a href="mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca">CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca</a>  Attn : <b>Stephanie Nachar</b>	
Telephone No. — No de téléphone:  <b>343-551-6902</b>	
Destination - of Goods and or Services - Destination – des biens et ou services :  Canada Border Services Agency (CBSA) — Agence des services frontaliers du Canada (ASFC)	
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur:  	
Telephone No. — No de téléphone:	FAX No. — No de télécopieur :
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) — Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)  	
Signature	Date



## REQUEST FOR INFORMATION (RFI)

This is not a tender process, nor a request for proposals, but only an inquiry as to the availability of space to rent. The CBSA will not necessarily invite offers or rent any space. The CBSA may issue an invitation to tender for this possible renting requirement or other renting requirements based on information it receives as a result of this advertisement or based on any other information that may come to its attention prior to the closing date of the RFI; or it may invite offers by way of public tender. The CBSA reserves the right to proceed with an invitation to Offer to Rent by inviting only parties deemed to most effectively meet specific operational, security and public safety requirements identified in the (RFI) process. The issuance of this RFI does not create an obligation for Canada and does not bind Canada legally or otherwise, to enter into any agreement or to accept or reject any suggestions.

No payment will be made by Canada for costs incurred in the preparation and submission of your response. Canada retains the right to negotiate with suppliers on any procurement.

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The Canada Border Services Agency (CBSA) is seeking information on the availability of **existing warehouse-type/ open space** for rent, on a full time basis, for two (2) different locations meeting the criteria described below.

### BACKGROUND:

The CBSA College Atlantic Campus anticipates training approximately 180 officers yearly on their 3-year re-certifications. Each training session is between 2 to 5 days in length. It is estimated that 15 training sessions will be required throughout the year.

### PREREQUISITE:

Information provided by the owner or an owner's agent shall include the location of the property and building, current zoning, and area of space. Agents submitting a response to this Request for Information (RFI) **must** provide the CBSA with a letter from the owner authorizing them to do so.

**NOTE: Sub-rented space will not be accepted and/or reviewed.**

### LOCATIONS:

1- The first location should be within the greater Fredericton area and within 30 kms of the CBSA's New Brunswick office located at 495 Prospect Street, Fredericton, NB. Venues located outside of the preferred area may be considered.

2- The second location should be within the greater Halifax area and within 30 kms of the CBSA's Nova Scotia office located at 263 Suzie Lake Crescent, Halifax, NS. Venues located outside of the preferred area may be considered.

Potential vendors may submit a response for one (1) of the two (2) locations or for both locations.

### RENT TERM:

Potential Term of three (3) years with two (2) additional one (1) year options to renew commencing no later than April 1st, 2022.

Part-time rental of the space may also be considered.

### REQUIREMENTS:

The proposed unit should meet all of the following criteria :

- A Minimum of 2400 ft<sup>2</sup> of heated warehouse-type space with a minimum ceiling height of 10 ft.
- A minimum of fifteen (15) external parking spaces.
- Access to the unit from 7:00 AM to 5:00 PM, inclusive of snow clearing



- A minimum of one (1) ground level 10-foot high by 10 ft wide overhead garage doors into the warehouse space to allow drive-in access.
- A minimum of one regular entry doors.
- Enable a vehicle to be driven in and out of the unit.

The space must be situated in a manner where the shooting of blanks rounds from firearms would not cause concerns to other tenants/businesses nearby.

- Meets all pertinent National Building and Fire codes as well all Provincial and/or Municipal Codes and/or Regulations relating to the building and/or property.
- On-site kitchen/kitchenette area is desirable.  
On site washroom facilities are required with potable water for drinking and hand washing.
- Meets all current environmental standards and is not and has never been contaminated, nor can the building contain asbestos.
- The facility must allow storage of CBSA's equipment

Preference may be given to properties that meet **all** requirements. If existing space does not meet all requirements, but can be easily achieved, identify the deficiencies.

### **SECURITY REQUIREMENTS:**

If awarded, there may be a security requirement, which may entail the following:

a) Personnel Security Screening: Upon request by the CBSA, the Owner and any personnel working under the potential rent may be required to provide a valid Security Clearance and/or Criminal Record Check.

and/or

b) The Owner and their personnel must be willing to provide all necessary information to the CBSA in order to obtain the required security clearance. The security clearance process will be conducted by members of the CBSA Departmental Security Section and may be required prior to notification of award of any rent and/or at any time after the closing date of a successful offer submission, if deemed necessary.

Failure to obtain and maintain a successful Security Clearance or comply with any of the security requirements will be considered non-compliant and/or the rent null and void and will be given no further consideration.

### **RESPONSES:**

To reply to this RFI, please send an email to the following address including the request # in the title (Request #1000382788 – RFI) : [CBSA-ASFC\\_Solicitations-Demandes\\_de\\_soumissions@cbsa-asfc.gc.ca](mailto:CBSA-ASFC_Solicitations-Demandes_de_soumissions@cbsa-asfc.gc.ca)

### **Required information\*:**

1. Address of building
2. Space size available - Provide floor plan(s) and pictures (or web links) if available.
3. Interior and exterior photos
4. Number of parking spaces
5. Net Rental Rate for "as is" space
6. Heat source
7. Date of availability
8. Contact name, telephone/cellular/facsimile number(s)

\*Documents may be submitted in either official language of Canada.