

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)  
AS TO THE AVAILABILITY OF SPACE FOR LEASE  
IN THE TOWN OF COLLINGWOOD, ONTARIO  
FILE NUMBER 81002922**

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**

- a lease term of approximately five (5) years, commencing on or about October 1, 2026, plus options to extend the lease for two (2) additional periods of two (2) years each and one (1) additional period of one (1) year;
- approximately 400 usable square metres (um<sup>2</sup>) of contiguous and unobstructed office space;
- the proposed space must be available approximately 44 weeks prior to the above-noted lease commencement date so all space may be prepared for occupancy;
- the proposed space should satisfy or be capable of satisfying the following criteria:
  1. within an office, commercial or retail type building, buildings with residential or industrial use shall not be considered;
  2. be located on the ground floor;
  3. length of the proposed space shall be no more than three (3) times its width and must be compatible for efficient design and use;
  4. be fully accessible to persons with disabilities including a provision for accessible parking adjacent to the building;
  5. must be within 165 metres of public parking (excluding street parking);
  6. located within 500 metres of a public transit stop with sidewalks leading to the property;
  7. surrounding lands and buildings must be compatible with the proposed use; and
  8. be located within a building capable of providing heating, ventilation, and cooling services outside of normal business hours if so required.
- the proposed space must be located in the town of Collingwood;
- 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;

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  
10<sup>th</sup> Floor – 4900 Yonge Street  
Toronto, Ontario M2N 6A6  
Attention: Adam Chothia

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

Please indicate File No. **81002922** 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 **December 14, 2023**. 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 <https://www.tpsgc-pwgsc.gc.ca/esc-src/index-eng.html>. Please contact the person listed in Section F to initiate the security clearance process.

## **Section F: Additional Information**

For more information, please contact **Adam Chothia, Senior Project Manager, Leasing** by phone at (416) 428-3078 or by email to: [adam.chothia@pwgsc-tpsgc.gc.ca](mailto:adam.chothia@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.