

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)
AS TO THE AVAILABILITY OF SPACE FOR LEASE
IN THE DISTRICT MUNICIPALITY OF LAKE COUNTRY, BRITISH COLUMBIA
FILE NUMBER 81002733**

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 Ten (10) years, commencing on or about August 1, 2025, plus option(s) to extend the lease for One (1) additional period of Five (5) years;
- approximately Five Hundred Forty-One (541.0) **usable** square meters (um²) of contiguous office space, and Fourteen (14) parking spaces;
- the proposed space must be available approximately Eighteen (18) 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. *contiguous space*
 2. *preference given to ground level spaces, elevator access otherwise*
 3. *ability to accommodate oversize trailers in the parking lot or immediate vicinity*

the proposed space must be located in the District Municipality of Lake Country, British Columbia and within the following boundaries (the geographical boundaries include sites on either side of the roads).

Must be located within 40km of **both** of:

- 4708 34 St, Vernon, BC V1T 5Y9
- 1853 Bredin Rd, Kelowna, BC V1Y 7S9
- 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
Leasing Pacific
219 – 800 Burrard
Vancouver, BC
V6Z 0B9

or by facsimile to 604-775-6634

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

Please indicate File No. 81002733 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/mandataries should provide their response by **March 6, 2024**. 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 may 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 Peter Switzer, Senior Leasing Officer by phone at (778) 231-4791 or by email to: peter.switzer@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.