

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)
AS TO THE AVAILABILITY OF SPACE FOR LEASE
IN THE TOWN OF LABRADOR CITY, NEWFOUNDLAND AND LABRADOR
FILE NUMBER 81002673**

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 10 years, commencing on or about September 1, 2026, plus an option to extend the lease for two (2) additional period of two (2) years;
- approximately 308 usable square meters (um²) of contiguous office space and eight (8) reserved parking spaces;
- the proposed space must be available approximately 26 weeks prior to the above-noted lease commencement date so all space may be prepared for occupancy;
- the proposed space may be located in either existing buildings or buildings to be constructed, and should satisfy or be capable of satisfying the following criteria
 1. the proposed space must be located within the Town of Labrador City, Newfoundland and Labrador. Buildings located in flood plains will not be considered;
 2. the proposed space must be contiguous on one floor at grade level.
 3. the proposed space must have a window arrangement and configuration that are acceptable to PSPC;
 4. the length of the space shall not be more than (3) three times its width. No dimensions of the premises shall be less than 7.5 meters. There shall be a minimum of 6 meter spacing for all support columns in all directions of the space.
 5. the general public will have access to the space through (1) one single common entrance. A second entrance must be available for employee access;
- Preference may be given to space with any or all of the following: a highly visible storefront space, on a main road, with direct pedestrian access from the street or has a public transit stop within 500 meters of the buildings main entrance
- the physical characteristics of the land and building and the area and environment surrounding it, including neighboring land uses, should be compatible with PWGSC's and/or the intended users intended use of the accommodation;
- PWGSC may not consider spaces or building that do not provide an acceptable configuration , are located in proximity to sites with incompatible usages, do not meet PWGSC's and/or the intended user's safety and/or security requirements or not currently properly zoned;

- 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
161 St. Peters Road, Suite 204
Charlottetown, PE C1A 5P7

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

Please indicate File No. 81002673 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 April 26, 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 should include the following:

- 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 Cynthia Livingston, Senior Leasing and Commercial Letting Advisor by phone at 782-377-1187 or by email to: cynthia.livingston@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 requirement.