



**Expression of Interest (“EOI”)
myFM Centre Tenant Opportunity
EOI 2026-09-CRS**

SECTION I – INFORMATION PACKAGE

Project Information

Project Number: EOI 2026-09-CRS

Project Name: myFM Centre Tenant Opportunity

Registration & Communications

Designated Contact Person

Town of Renfrew
Ashley Robertson, Purchasing Assistant
purchasing@renfrew.ca

From the date on which this EOI is issued until the EOI is awarded, Proponent/Proponents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the Town directly or indirectly about the EOI except as detailed in the Inquiries clause or via the designated contact person noted above.

Registration

It is mandatory that interested proponents register with the Town of Renfrew.

Failure to register will result in non-acceptance of your submission.

Please remit Name of Company, Name of Contact Person, and Contact Information to the *Designated Contact Person* to register for this EOI.

All communications must reference the project number (see Project Information) in the subject line.

Only documents provided to Proponents by the Town or found on Biddingo are to be considered the **official** documents. The Town accepts no responsibility for the accuracy of information found on other websites. The onus is on the Proponent to check on the Town’s and Biddingo’s website to verify they have received all relevant information. The Town reserves the right not to accept a bid submission if determined that the documents have been altered from the Town’s own official documents.

Inquiries

Any questions pertaining to the EOI or process must be received no later than seven (7) business days prior to closing and must be submitted to the *Designated Contact Person*.

All responses to questions on the specific project will be responded to via Addenda.

Discrepancies or Omissions

Where a Proponent finds discrepancies or omissions in the EOI requirements or otherwise requires any clarification, the Proponent should contact the Town in writing by email to the attention of the *Designated Contact Person*. Where the Town deems that an explanation or interpretation is necessary or desirable, an addendum may be issued.

Freedom of Information

All written Quotations received by the Town of Renfrew become a **public** record. Once a Quotation is accepted and a contract is signed, all information contained in them is available to the **public**.

Delivery & Closing

Closing Date & Time: 2:00 pm on Wednesday, June 17, 2026

Submission Method: Hard Copy or electronic Biddingo submissions

The time clock in the main counter service area in the Renfrew Town Hall Office is the official time for the deadline for submission. The Town is not responsible for submissions which arrive late or are not properly marked.

All EOI's shall be submitted either in a sealed envelope and shall be clearly marked with Mailing Label as to the contents and Proponents name, or electronically through Biddingo at www.biddingo.com.

Late submissions **will not** be accepted beyond the closing date/time as set out. EOI's received after the established closing will be returned unopened.

Background

The Town of Renfrew is inviting Expressions of Interest (EOI) from qualified businesses, organizations, or service providers interested in leasing vacant tenant space located within the myFM Centre.

At the myFM Centre, our main goal is to offer recreation and community programming to all, with consideration for affordability, accessibility and a safe environment to residents and visitors.

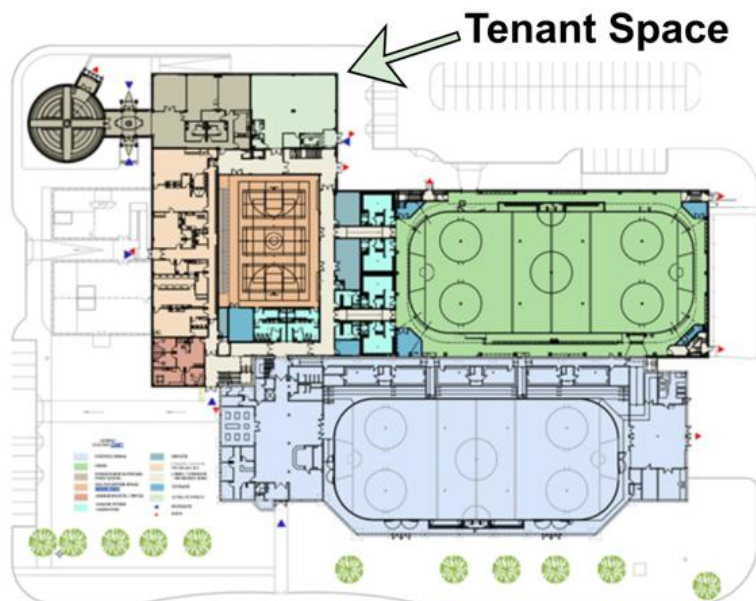


The Site and Opportunity

Services and Attractions of the myFM Centre

The myFM Centre is a multi-use recreation and community facility serving residents and visitors throughout Renfrew and the surrounding area. The facility hosts recreational programming, community events, sports tournaments, meetings, and daily public use.

There are presently 6 tenants operating their respective businesses out of the complex including: a radio station, childcare centre, chiropractic office, youth centre, and the Bonnechere Algonquin First Nation Community Cultural Centre.





Location:

myFM Centre
1 Ma-te-Way Park Drive
Renfrew, ON K7V 4J4

Space Details:

- Approximately 3,086 sq. ft.
- Main floor location
- External entrance
- Internal building access
- Washroom included
- Located within a high-traffic municipal recreation facility

Preferred Uses

The Town welcomes expressions of interest that complement the existing recreation and community-focused environment of the facility. Potential uses may include, but are not limited to:

- Health and wellness services
- Fitness or recreation-related services
- Retail or specialty services
- Professional office space
- Community or educational programming

Lease Information:

- Lease terms will be negotiated with the successful proponent.
- Proponents shall submit a proposed monthly lease rate of not less than \$4,004.09 or \$15.57/square foot (based on 3,086 square feet) plus HST, indexed annually. Rates exceeding the minimum amount will be considered as part of the evaluation process.
- Occupancy is available as early as July 1, 2026, with alternative occupancy dates subject to mutual agreement during lease negotiations.

Unless otherwise negotiated, rent shall be deemed to include:

- Property taxes
- Utilities including gas, electricity, water, heating, and air conditioning
- Maintenance of common areas, including grass cutting and snow removal

“Common Areas” refers to those areas, facilities, utilities, improvements, equipment, and installations within, adjacent to, or outside the property which serve or benefit the premises, building, and/or property.

The Tenant shall be responsible for costs not included in rent, including:

- Business taxes, assessments, rates, or levies related to the tenant’s operations
- Telephone, cable, and internet services
- Cleaning and maintenance of the leased premises
- Security alarm fees

SECTION II – CONTRACT REQUIREMENTS/INSTRUCTIONS

Scope of Project

Value Added Services

Proponents may in the proposal describe any value-added services that will be provided when operating. Food and beverage sales are not permitted. The Town will consider the proposed services when reviewing and evaluating the proposal.

Subcontracting

The Proponent will not be allowed to sub-contract operations without the written consent by the Town of Renfrew.

Cleanliness

The Proponent is responsible to ensure that the tenant space is kept clean to the standards set by the Town of Renfrew, and will fulfill all requirements relating to health, fire, and safety regulations in force.

Leasehold/Tenant Improvements

The Tenant shall be responsible for all costs, purchases, installation, and maintenance of all tenant improvements suitable to the intended use and services to be provided.

Lease

The successful proponent will be required to enter into a lease agreement with the Corporation of the Town of Renfrew.

Insurance

The successful Proponent will be required to demonstrate they have appropriate insurance coverage in place as outlined in the lease agreement, to be entered.

Basis of Payment

Rent shall be payable monthly in advance on the first day of each month in accordance with the executed lease agreement.

Process

The Town of Renfrew reserves the right to request clarification of information submitted in the EOI, to request additional information and to seek consulting services to assist in evaluating and negotiating an agreement. The Town of Renfrew also reserves the right to reject all proposals.

Site Visit

To gain a better understanding of the tenant space, Proponents are encouraged to attend myFM Centre to view the space. Arrangements can be made to view the site through the designated contact person if requested.

Addenda

It may be necessary for a variety of reasons to issue Addenda. All information defined within the Addenda shall form an integral part of the EOI document.

The Proponent must recognize receipt of all Addenda, if issued, within *Section IV – Form of Proposal*.

EOI Submission Requirements

Interested proponents are requested to submit a proposal by 2:00 pm on Wednesday, June 17, 2026, outlining the following information:

1. Business or organization name and contact information
2. Description of proposed use
3. Business background and relevant experience
4. Proposed hours of operation



5. Space requirements and any proposed modifications or improvements
6. Desired lease term
7. Proposed occupancy date
8. Proposed rental rate or bid amount (minimum \$4,004.09 or \$15.57 per square foot (based on 3,086 square feet) + HST/month, indexed annually).
9. Prior year financials, and future year projections that demonstrate the viability of the proposed tenancy.
10. Any additional information relevant to the proposal

Evaluation Criteria

Submissions will be evaluated based on factors including, but not limited to:

- Financial return/revenue to the Town
- Compatibility with the facility and community
- Proposed services and overall community benefit
- Hours of operation and public accessibility
- Experience and financial viability
- How the proposed tenant complements and enhances the overall facility experience

The Town of Renfrew reserves the right to accept or reject any or all submissions and may request additional information or enter into further discussions with proponents.

SECTION IV – FORM OF PROPOSAL

Proponents Information

1.	Name of Company	
2.	Name of Contact Person	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Cellular #	
7.	Email address	
8.	HST Account #	

I/We hereby submit the attached documents to satisfy the requirements as issued by the Corporation of the Town of Renfrew.

I/We agree that we have reviewed and understand the Proposal documents and I/We are capable and qualified to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the Proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the Proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the Proposals are opened and extended for a period of 90 days.

Acknowledgement to Receipt of Addenda

This will acknowledge receipt of the following addenda and, that the pricing quoted includes the provision set out in such addendum(s).

Addendum #	Date Received
# _____	_____
# _____	_____
# _____	_____

Check here if No Addenda considered.

Submission Deadline

Expression of Interest proposals must be submitted no later than 2:00 pm on Wednesday, June 17, 2026. Shortlisted proponents may be invited to present to Council.

I/we have the authority to bind the company.

 Name (Please print)

 Position / Title

 Signature

 Date

Mailing Label

EOI 2026-09-CRS - myFM Centre Tenant Opportunity

From: _____

Contact: _____

Telephone: _____

Deliver to:

**The Town of Renfrew
127 Raglan Street South
Renfrew, ON K7V 1P8
Attention: Ashley Robertson, Purchasing Assistant**

Proposal Number:

Closing Date and Time:

Description: