

Expression of Interest (“EOI”)

myFM Centre Pro Shop

EOI 2024-10-LCRS

SECTION I – INFORMATION PACKAGE

Project Information

Project Number: EOI 2024-10-LCRS

Project Name: myFM Centre Pro Shop

Registration & Communications

Designated Contact Person

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

From the date on which this EOI is issued until the EOI is awarded, Bidders/Bidders (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 you register as a bidder with the Town. 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*.

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

Only documents provided to bidders 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 bidder to check on the Town's and Biddingo's website to verify they have received all relevant information. The Town reserves the right to not 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 Bidder finds discrepancies or omissions in the EOI requirements or otherwise requires any clarification, the bidder 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.

Delivery & Closing

Closing Date & Time: **2:00 p.m. Wednesday, June 12th, 2024**

Submission Method: Hard Copy Only (no electronic 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 in a sealed envelope and shall be clearly marked as to the contents and bidders name.

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 Corporation Town of Renfrew is seeking detailed proposals for the operation of a “Pro Shop” onsite at the myFM Centre.

The myFM Centre (formerly known as the Ma-te-Way Centre) has recently been expanded. 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



**MA-TE-WAY ACTIVITY
CENTRE EXPANSION**
PERSPECTIVE OF ACTIVITY CENTRE
LOOKING SOUTH-EAST - VIEW 2



Services and Attractions of the MyFM Centre

myFM Centre is a recreation, community and cultural hub for the Town of Renfrew and surrounding areas, hosting multiple events each year, and drawing in thousands of people for programming, sports events, and business services.

There are presently 6 tenants operating their respective businesses out of the complex including: a radio station, childcare centre, chiropractic office, youth centre, gym and training centre, and the Bonnechere Algonquins First Nations.



Site

The Pro-shop room is 17'4" feet x 24' feet (418 square feet). Located within the myFM center at 1 Ma Te Way Park Drive.



Exterior



Interior



SECTION II – CONTRACT REQUIREMENTS/INSTRUCTIONS

Scope of Project

The purpose of the Pro Shop is to provide onsite services at the myFM Centre.

Minimum Service Levels

The purpose of the Pro Shop at the myFM Centre is to offer onsite services including skate sharpening and ideally other related services such as equipment repair and the sale of related goods and products.

Hours of Operation

The Pro Shop is required to be open to the public based on a regular schedule of hours of operation, to be outlined in the lease agreement. The Pro Shop is also required to be open additional hours to the regular schedule for special events. In the case of special events, the Pro Shop will be open one hour in advance of the starting time and shall remain open for one half hour after the conclusion of the event. This will be at the discretion of the *Director of Library, Community and Recreation Services* or his/her designate.

Value Added Services

Bidders may in the proposal describe any value-added services that will be provided when operating the Pro Shop. The Town will consider the proposed services when reviewing and evaluating the proposal.

Subcontracting

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

Cleanliness

The Bidder is responsible to ensure that the Pro Shop 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. This includes, but is not limited to, any required ventilation and skate sharpening equipment, shelving, benches, products, etc.

The Town of Renfrew shall not be responsible for any costs related to the fit-up of the Pro Shop.

Lease

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

Insurance

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

Basis of Payment

The Bidder shall pay the Town of Renfrew an annual minimum rental payment, payable in equal monthly instalments due at the first day of each month. Submission of monthly instalments shall include Harmonized Sales Tax (H.S.T.).

Option to Extend Term

The Town of Renfrew, upon mutual agreement of both parties, reserves the right to extend the term of the agreement for (5) five additional years. Prior to extension, a new Basis of Payment Schedule will be provided, and if agreed upon, will form an addendum to the original lease agreement.

Vulnerable Sector Check

Prior to entering into the lease agreement, the successful Bidder will be required to submit a Vulnerable Sector Check prepared by the Ontario Provincial Police. The Town of Renfrew will provide an agency letter as required.

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 Pro Shop, Bidders 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 Bidder must recognize receipt of all Addenda, if issued, within *Section IV – Form of Proposal*.

EOI Submission Requirements

The following information shall be submitted to form the Expression of Interest:

1. Letter of interest – see Evaluation Criteria (limited to a 10 sheets maximum)
2. Section III – Cost Proposal/Payment Schedule
3. Section IV – Form of Proposal

Evaluation Criteria

The following is given as general evaluation criteria:

Letter of interest

The following items should be considered when preparing your letter of interest.

- Description of equipment required to perform the work,
- List or description of all services to be provided,
- Relevant skills possessed by Bidder, partners and/or operators (if applicable),
- Relevant experience related to the operation of a Pro Shop or similar facility,
- References for relevant experience, if applicable,
- include applicable licences and/or certificates, if applicable,
- Comprehension of project objectives,
- Quality of proposal approach, and
- Any additional information to support EOI.

Section III – Summary of Cost Proposal/Payment Schedule

- Pro-shop room is 17'4" feet x 24' feet (418 square feet),
- The present monthly lease value of tenant space within the myFM Centre is deemed to be \$15.00 per square foot per annum,

Section IV – Form of Proposal

- Form of Proposal is completed, and
- All addendums, if issued, are recorded appropriately.



SECTION III - COST PROPOSAL/PAYMENT SCHEDULE

Bidders must list the proposed annual rental payment for each of the five years to be paid to the Town of Renfrew by the Bidder.

YEAR 1 (Partial) – Commencement of Lease to June 30, 2025

\$ _____ /month x _____ months = \$ _____ /Year 1

YEAR 2 – July 1, 2025 to June 30, 2026

\$ _____ /month x 12 months = \$ _____ /Year 2

YEAR 3 – July 1, 2026 to June 30, 2027

\$ _____ /month x 12 months = \$ _____ /Year 3

YEAR 4 – July 1, 2027 to June 30, 2028

\$ _____ /month x 12 months = \$ _____ /Year 4

YEAR 5 – July 1, 2028 to June 30, 2029

\$ _____ /month x 12 months = \$ _____ /Year 5

OPTIONAL (5) FIVE YEAR LEASE EXTENSION – July 1, 2029 – June 30, 2033

The Town of Renfrew, upon mutual agreement of both parties, reserves the right to extend the term of the agreement for (5) five additional years. Prior to extension, a new Basis of Payment Schedule will be provided, and if agreed upon, will form an addendum to the original lease agreement.

SECTION IV – FORM OF PROPOSAL

Bidders Information

1.	Company Name	
2.	Bidder's Contact Individual	
3.	Address (incl. Postal Code)	
4.	Office Phone #	
5.	Cellular #	
6.	Fax #	
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.

- ☐ Letter of Interest
- ☐ Section III – Summary of Cost Proposal
- ☐ Section IV – Form of Proposal

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 for a period of 90 calendar days.

I/We agree that this offer acknowledges all addenda.

1. Addenda No. _____ Dated _____

2. Addenda No. _____ Dated _____

3. Addenda No. _____ Dated _____

I/we have the authority to bind the company.

Name (Please print)

Position / Title

Signature

Date

EOI 2024-10-LCRS Pro Shop

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: