



REQUEST FOR PROPOSAL
Community Futures East Interlake Inc.

Community Futures East Interlake Inc.

ISSUE DATE: January 10, 2020

DELIVERY OF PROPOSALS:

Electronic proposals must be sent by email to: tdziadek@eastinterlake.com

(Electronic proposals must be a single PDF document)

or

By hand or courier:

12 Main Street North, P.O. Box 10, Riverton MB ROC 2R0

Attention: Tammy Dziadek

CLOSING DATE AND TIME:

FRIDAY, February 24, 2020 AT 12:00 noon

CONTACT PERSON:

Tammy Dziadek, tdziadek@eastinterlake.com, 204-378-5106 ext: 1

REQUEST FOR PROPOSAL (RFP)
Lease of Commercial Property
Community Futures East Interlake Offices

The board of CFEI is looking at options for commercial rental space for the operation of Community Futures East Interlake Inc. (CFEI). Community Futures East Interlake is a federally funded non-profit organization that has been in existence since 1985. Its mandate is to provide business and community development support services to the East Interlake region. CFEI's current office location has become too costly to maintain, therefore the board of directors is looking at options to lease commercial space for its operations.

CFEI is soliciting proposals for the purpose of acquiring a lease of commercial office space for its primary office. The location must be large enough to accommodate the size requirements for CFEI operations, as stated in this RFP.

CFEI has 4 full-time staff, regularly hosts training sessions, client counselling visits and community meetings in its office space. CFEI needs (a) office space and dedicated parking spaces to accommodate 4 full-time employees and; and (b) adequate work/meeting space and parking availability for others attending meetings or training sessions. Space must meet accessibility standards.

Preferred Attributes of Property

CFEI prefers commercial office space which meets the following requirements:

- ❖ **Location:** Within central area of the East Interlake region (see map of region in appendix 1). This would include the municipalities of RMs of Armstrong & Gimli, Towns of Arborg & Winnipeg Beach, Municipality of Bifrost-Rverton.
- ❖ **Zoning:** currently zoned for commercial use or ability to get commercial zoning at no cost to CFEI.
- ❖ **Accessibility:** leased space must be in compliance with all relevant requirements and standards, including being wheelchair accessible.
- ❖ **Building/Office Space:** availability of 1,200-2,000 square feet of office space with heating and air conditioning systems, high speed internet availability (with preference to office space already wired for Ethernet cable for 10 sties – 2 in each location for VOIP phone system and computers), larger room for a board room/training center or ability to co-use space with another tenant at least once a week. 4 offices or 3 private office and a reception area. Small break room with ability to have a fridge, toaster oven, water cooler, coffee maker and table for lunch and coffee breaks.
- ❖ **Meeting Space:** because of the nature of its work, CFEI hosts many meetings. Accordingly, CFEI will require at a minimum 1 meeting room within its office space as per building office space requirements previously that would fit a minimum of 20 people.
- ❖ **Storage Area(s):** access to a minimum of 200 square feet of dry storage.
- ❖ **Office Parking:** access to 4 parking spaces plus availability of additional parking for 13 board

members, clients and other meeting attendees or training participants.

- ❖ **Occupancy Date:** seeking access to property by June 2020, early or later occupancy may be available, depending on the proposal.
- ❖ **Lease Terms:** seeking a commercial lease of no less than 5 years. Longer terms will be considered. The lease agreement must be finalized within ninety (90) days from the date CFEI selects a proposal unless agreed to otherwise in writing by both parties.
- ❖ **Other:** Location must be within reasonable distance from banking services and post-office.

Property Information

The proposal should include all relevant information about the property, including but not limited to:

- All associated costs of the proposed lease;
- All lease terms available to lessee;
- Any necessary construction (or related) services planned by the lessor, either before or after the inception of the lease;
- Any necessary construction services that will be the responsibility of the lessee, either before or after the inception of the lease;
- Specific cost details and coverage of all Common Area Maintenance (CAM) charges;
- Specific details related to the cost of all utilities to be paid by the lessee and/or lessor;
- Any right-of-way privileges or easements benefiting or burdening the property;
- Any past current or pending litigation, legal or governmental actions against the property and/or its owners;
- Any unresolved insurance claims on the property in the past 24 months;
- Indoor square footage;
- Availability of restroom and kitchen facilities and/or accessibility of plumbing infrastructure to construct such facilities within the office space;
- Description of the current and past uses of the property;
- A building floor plan (if available);
- A general description of other tenant business that are likely to be operating on the same premises, upon inception of the lease agreement with CFEI;

- A physical inventory of furniture, fixtures and equipment that will come with the property (if applicable).
- Acknowledgment that prior to inception of the lease agreement, the property shall be delivered to CFEI vacant and in good repair, unless specifically agreed to by both parties in writing.

Instructions to Proposers

- All proposals must be signed by the owner of the property and enclosed in a sealed envelope that is plainly marked “CFEI Lease” on the outside of the envelope. The proposal must be signed as follows:
 1. If the proposer is an individual, by him/her personally;
 2. If the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner or his/her designee;
 3. If the proposer is a corporation, by an officer of the corporation, or his/her designee.
- A proposal must include the following attachments:
 1. RFP Response : properly assembled proposal reflecting all points herein, including proposed lease terms. Multiple lease terms will be considered.
 2. Disclosure of Beneficial Interest Form (Attachment A – see attached) properly completed and executed.

Failure to submit required forms may result in rejection of the Proposal, in part or in its entirety.

- Questions concerning this RFP must be submitted in writing via email to: tdziadek@eastinterlake.com.
- CFEI may cancel this RFP or reject in whole or in part any or all proposals, if CFEI determines that cancellation or rejection is in its best interest, and CFEI may select any proposal that it deems to be in its best interest. While cost is a primary consideration, CFEI reserves all rights to select a proposal that may not offer the lowest simple cost but provides other important benefits to CFEI.

Submission Requirements

- CFEI must receive two (2) complete printed copies of each proposal, with all attachments, in a sealed envelope marked “Commercial Space - CFEI” on or before the previously stated submission deadline at 12 Main Street North, PO. Box 10, Riverton MB R0C 2R0 or one signed copy via email in pdf format, with email subject line “Commercial Space - CFEI” emailed to tdziadek@eastinterlake.com, emails copies will be considered received at time sent by applicant.
- Any proposals received later than the submission deadline will be deemed non-responsive and will be rejected. All proposals will be date/time noted as they are received. Late delivery of materials due to any type of delivery system shall be cause for rejections.
- CFEI will not accept any information or materials submitted after the Submission Deadline unless said information or materials are provided in response to the CFEI’s written request for such information or materials.

- These requirements will be strictly enforced. Proposers are cautioned to hand deliver their proposals or to allow sufficient time for their proposals to be received by mail or other delivery service.
- Prior to the submission deadline, proposers may correct or modify or withdraw a proposal by written notice to CFEI at: tdziadek@eastinterlake.com. After the opening of proposals, a proposer may not correct or modify the price or any other provisions of its proposal in a manner prejudicial to the interests of CFEI or fair competition.
- All proposals shall be unconditional, except for those conditions specified in the RFP submission and proposed commercial lease agreement.
- CFEI reserves the right to request additional information from any or all proposers if it is deemed necessary for determining the most advantageous proposal.
- CFEI is interested in securing the property at the lowest price. However, CFEI reserves the right to select the Proposer offering the most advantageous property proposal, including lease terms, and shall not be required to award to the Proposer offering the lowest price. CFEI reserves the right to negotiate the lease terms with the selected proposer in a manner not prejudicial to fair competition.
- Final award selection and completion of lease terms is subject to approval by the CFEI Board of Directors.
- CFEI reserves the right to conduct site visits to verify the information provided in the proposals and to perform detailed evaluations of the proposed property prior to award. The Proposer's failure to cooperate with the CFEI in this regard may result in rejection of the proposal.
- CFEI reserves the right to attain the use of legal services, real estate leasing services and/or real estate brokerage services to assist it in the process of selecting a proposal and/or negotiating a lease.

Evaluation Criteria

The evaluation of proposals will be based upon information provided in the proposals, obtained on site visits and from other generally available and verifiable information. CFEI reserves the right to request clarification of proposal terms or additional information after the Submission Deadline.

Proposals will be evaluated in their entirety by a committee of CFEI board members and staff. Proposals will be evaluated based upon the preferred attributes of the property (as described herein), lease costs and likely construction costs. A recommendation will be made to the CFEI Board of Directors for final approval.

With reasonable notice, CFEI and any of its staff, directors or agents, will be granted access to the property to examine the property.

Notification of Proposal Selection

Only the successful proposal will be notified.

ATTACHMENT A

DISCLOSURE OF BENEFICIAL INTERESTS IN LEASED PROPERTY TRANSACTION

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. Attach additional sheets if necessary.

1. Complete legal description of the property: _____

2. Lessor: _____

3. Names and addresses of all persons who have or will have a direct beneficial interest in the real property described above. *Note: If a corporation has or will have a direct beneficial interest in the real property, the names of all stock holders must also be listed except that, if the stock of the corporation is for sale to the general public, the name of any person holding less than twenty-five percent of the outstanding voting shares need **not** be disclosed.*

Name

Address

Appendix 1 – Map of CFEI Service Area

