

# **THE DISTRICT OF HOPE**

**EXPRESSION OF INTEREST (EOI # 2010-01)**

**(NON-BINDING PROCESS)**

## **District seeks office space downtown Hope**

Responses are to be submitted on or before 4:00 P.M., FRIDAY, July 30, 2010 to the attention of:

Karla Lanktree, Director of Corporate Services  
District of Hope  
325 Wallace Street  
PO Box 609  
Hope, BC  
V0X 1L0

*Queries should be submitted in writing to the above contact at:*

FAX: (604) 869-2275

E-Mail: [klanktree@hope.ca](mailto:klanktree@hope.ca)

**Background:**

The District of Hope is interested in securing available commercial office space in downtown Hope to accommodate a new Economic Development office.

**Overview of the Requirement:**

Through the Expression of Interest (EOI) process, the District is requesting proposals from building and property owners to identify existing buildings in downtown Hope of up to 1,500 square feet of leasable office space. The office space is to be available by September 2010.

The District of Hope, at its sole discretion may, or, may not proceed further based on responses received. The District of Hope may enter into direct negotiations with any or all of the respondents. No party will have any formal contractual obligations to the other and either party can withdraw from the process at anytime for any reason whatsoever. Contract A obligations do not apply and the process is not binding on either side.

**Enquiries:**

All enquiries related to the EOI are to be directed, in writing, to the contact person at the email address on the front cover of this EOI.

**Qualification Review:**

Review of responses will be by select staff chosen by the Town Manager at his sole discretion.

**Respondent Expenses:**

Respondents are solely responsible for their own expenses in preparing a response and for subsequent negotiations with the District, if any. The District will not be liable to any respondent for any claims, whether for costs or damages incurred by the respondent in preparing the response, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

**Acceptance of Responses:**

This EOI is not an agreement to purchase goods or services. The District is not bound to enter into a contract with any respondent. The District will be under no obligation to receive further information, whether written or oral, from any respondent.

**Modification of Terms:**

The District reserves the right to modify the terms of this EOI at any time in its sole discretion. This includes the right to cancel this EOI at any time for any reasons whatsoever without entering into a contract.

**Ownership of Responses and Confidentially of Information:**

All documents, including responses, submitted to the District become the property of the District. They will be received and held in confidence by the District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

Information pertaining to the District obtained by the respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the District.

**Your submission is to include:**

1. A description of your firm
2. A description of the proposed office space, including the following:
  - a. legal description of property complete with tax roll number and street address;
  - b. present zoning of proposed property;
  - c. age of building;
  - d. square footage;
  - e. floor plans;
  - f. photograph of building and property, both exterior and interior;
  - g. existing tenant mix and lease commitments;
  - h. earliest possession date;
  - i. building accessibility;
  - j. existing on-site parking;
  - k. current grade of office finishes;
  - l. current survey (if available);
  - m. information on any existing site contamination or hazardous building material assessments; and
  - n. any unique features, service, value-added components or supporting information you wish to include in your submission.
3. A description of the lease and lease options, including current operating and maintenance costs to be used for budgetary purposes.
4. Name, address, and phone number of legal owners, and property manager (if present) and building location(s).

**Additional Information:**

1. This is not a request for proposal
2. Submissions are to be no more than five (5) pages in length
3. Three (3) copies of your EOI are to be submitted.
4. Preferable if the office space was store front and on a main traffic route
5. Have adequate parking for staff and clientele