2019

Expressions of Interest - For Lease
400 Stone Street North

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

"The Town of Gananoque seeks an interested business/organization that would like to lease the space."

Gananoque

Ontario

Canada

THE CORPORATION OF THE TOWN OF

GANANOQUE

Canadian Gateway to the 1000 Islands

REQUEST FOR EXPRESSIONS OF INTEREST

400 STONE ST NORTH, GANANOQUE ONTARIO

1.0 INTRODUCTION

The Town of Gananoque is accepting Expressions of Interest (EOI) from organizations interested in leasing space at 400 Stone St. North, located between the highway 401 interchange and downtown-King St.

The subject property was the former Kinsmen building and is partially leased out by a daycare. 3,602 sq. ft. (Approximation) is available **for lease August 1, 2019**. The purpose of this EOI is to create a shortlist of lessees that would be interested in leasing the available space. If you are interested in this opportunity please respond by submitting your Expressions of Interest in writing **before June 19, 2019 at 4:30pm**.

2.0 BACKGROUND

2.1 Town of Gananoque

Internationally renowned as the ``Gateway to the 1000 Islands``, the Town of Gananoque is recognized as one of Eastern Ontario's most stunning waterfront communities. It has truly developed into a world-class destination for travelers, businesses, and residents.

Strategically located on the Hwy 401 corridor and near the U.S border, Gananoque is centrally located between major urban centre's including Toronto, Montreal and Ottawa. This rural community offers a variety of attractions unique to the region including a scenic cycling path along Thousand Island Parkway, a captivating waterfront trail, beautiful beaches, a Heritage Museum, a Casino, Entertainment Cruises conduct tours of the thousand islands, outstanding performances at the Thousand Islands Playhouse, and one of the most prominent golf courses in Ontario, Smugglers Glen. With its unbeatable quality of life and larger centers only minutes away, Gananoque is ideal community for world-class development.

2.2 The Area

The site is bounded on the west side by the Gananoque River, and on the east side by Stone Street North, which is a two-lane roadway primarily developed with low-density residential dwellings is this area. On the south side, there is an elementary school, a 2,500 square foot grocery store, and low-density, small and medium-size single family housing units. King Street, which is Gananoque's major commercial district, is about a five minute drive from the Subject Site.

3.0 SUBJECT SITE

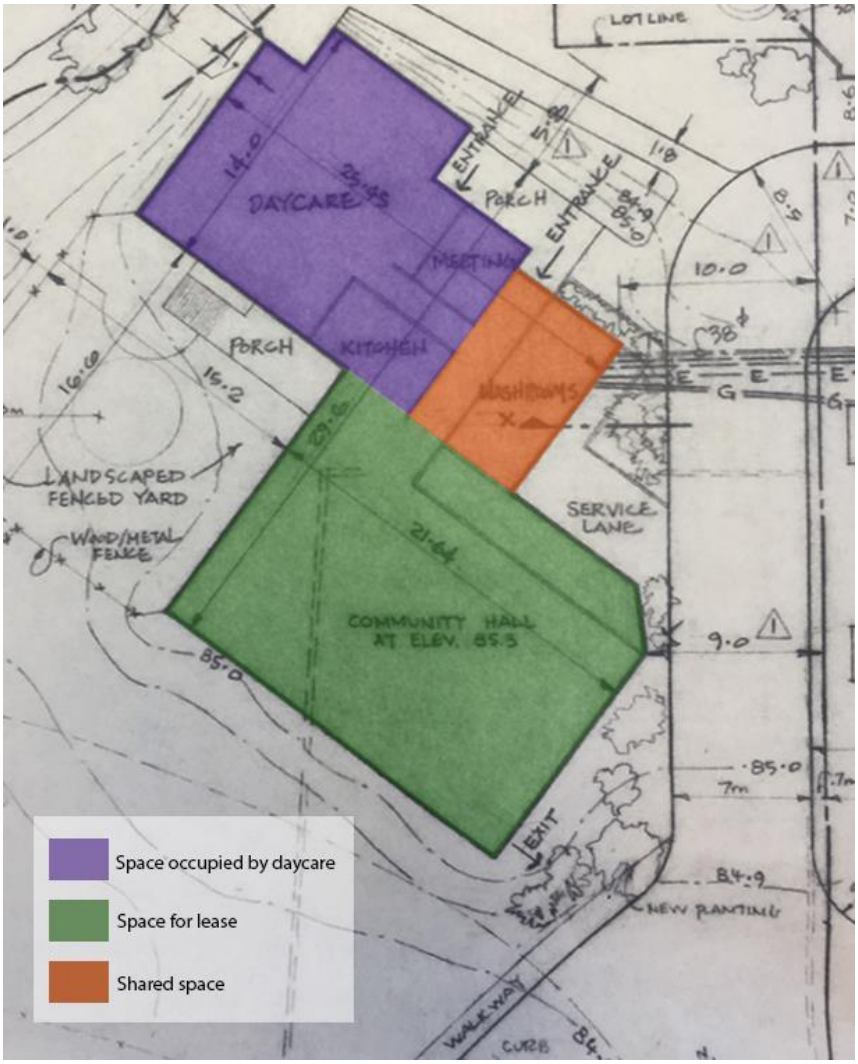
The Subject Site is known as the former Kinsmen Building located at 400 Stone Street North in the Town of Gananoque. It is a two-storey structure built in 1991, shown in Figure 1 below. It is approximately 7,000 sq. ft. in size, approximately half of which is used by the Thousand Islands Daycare Centre. Until mid-2016, the other half was occupied by a service organization called the Kinsmen Club of Gananoque. Since then, this half has been vacant.

Legal Description: PLAN 86 PT LOT 84 GAN R ES

Lot Area: 27,007 sq. ft. (0.62 acres) backing onto the Gananoque River

Total Floor Area 7,204 sq. ft.

Available Floor Area for lease 3,602 sq. ft. (Approximation)



- Note: The Daycare has exclusive use of the Orange shared space from Monday to Friday 6:30am to 6:00pm except Statutory Holidays.

4.0 ELIGIBILITY AND SUBMISSION REQUIREMENTS

Expressions of Interest are invited from lessees. Proposals must be submitted as a hard copy and an electronic copy on a USB key in a sealed envelope clearly marked 'Expression of Interest, 400 Stone Street North and addressed to:

Cyril Cooper, Economic Development Manager
30 King St East, Box 100
Gananoque, ON
K7G 2T6
(613) 382-2149 ext. 1127
ecdevmanager@gananoque.ca

Submissions should be received no later than June 19, 2019 4:30pm. Proposals submitted later than this time will be returned unopened to the proponent.

The Town of Gananoque will not accept proposals by email or facsimiles for all or any part of this request.

Submissions must contain the information set out below. Note that some of this information is specifically required to enable an evaluation of the proposal.

5.0 INFORMATION TO BE SUBMITTED

1. Organization Profile:
   The community profile must include the following:
   - Company name
   - Company address
   - Phone number
   - Fax number
   - Email address
   - Website
   - Organization location (corporate office; other offices)
   - Organization history and length of time in business

2. Financial Information
   A bank reference letter marked “Confidential” must accompany the submission stating the length of the relationship with the institution.

3. Management Experience
   Lessees are required to provide a description of projects the company has managed over the past ten years.

4. Concept Summary
   Lessees are requested to provide a written summary of the proposed use for this space.

   Required Elements

   - Proposed use of the space
   - Proposed Signage
   - Number of new jobs and investment into the community
   - Leasehold improvements to the building that will be implemented
   - Benefits to the community

   The usage summary should describe the following:

   - Proposed use of space and lease duration.

5. References
   References should be submitted and should include former landlords.

6.0 COMMUNICATION

Only questions received by the Town in writing will be acknowledged. Communication and inquiries should be directed to the following:

Cyril Cooper, Economic Development Manager
30 King St East, Box 100
Gananoque, ON
K7G 2T6
(613) 382-2149 ext. 1127
ecdevmanager@gananoque.ca

If any respondent has questions concerning the proposed lease opportunity, finds discrepancies or omissions in the solicitation document or otherwise requires clarification, such matters should be submitted in writing to the individual named in the preceding paragraph at least five (5) business days prior to the proposal due date noted on the cover page.

Copies of all questions and answers, and any addenda to supplement the EOI, will be posted on the Town website no later than four (4) business days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding on the Town. Any such clarifications or addenda shall become part of this EOI.

No interpretation or clarification of the meaning of any part of this EOI will be made orally to any respondent. Respondents must request such interpretation or clarification in writing from the Town.

Information is also available online at www.gananoque.ca.

7.0 SUBMISSION OPENING

All submissions will be opened immediately following the deadline. The submissions will be reviewed and presented to Council at a public meeting.

8.0 TOWN'S RIGHTS AND OPTIONS

The Town accepts no liability for the costs and expenses incurred by the respondents in responding to this request for EOI, preparing responses for clarification, attending site meetings/ interviews, or participating in meetings. Each proponent that enters into the EOI process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the Town for the costs and expenses associated with EOI process. The Town reserves the right to refuse any and all proposals at its discretion.

9.0 SITE INSPECTION

The Town of Gananoque will conduct pre-submission inspection tours of the subject space on an appointment basis. Attendance at the pre-submission inspection tour is not mandatory for respondents.

10.0 EVALUATION CRITERIA

To assist in the shortlisting of lessees, a point system will be used as a guide. Information that will be used a criteria for evaluation has been identified in Section 5.0 “Information to be submitted”.

- Community Benefit 30 points
- Quality of Proposal 30 points
- Price Per Square Foot 35 points
- References 5 points

PART "B" – SUBMISSION FORM

EXPRESSIONS OF INTEREST FORM
400 STONE STREET NORTH

Name of Organization/Individual (Please print)

Address

Telephone Number Fax Number E-Mail

Signature (I have the Authority to Bind the Corporation)

Name and Position of Person Signing for Firm

RECEIVED BY:
Corporation of the Town of Gananoque
30 King Street East, Gananoque ON K7G 2T6
Attention: Cyril Cooper, Economic Development Manager
Telephone: (613) 382-2149 ext. 1127

I/We the undersigned agree to lease the identified space at 400 Stone Street North as follows:

Lease Term (# of months)	Utilities (Included or excluded)	Price per square foot (per year)
1.		$ _____
2. Community Benefit:	1. Number of jobs created 2. Number of $ invested in the community 3. How does the company/organization benefit Gananoque?	
3. Proposed use of the space		
4. Proposed signage		
5. Proposed Leasehold improvements to the building		

6. Proposed duration of lease	
3. References (Name, Phone #, Organization name, email)	1. **Name:** **Phone Number:** **Organization Name:** **Email:** 2. **Name:** **Phone Number:** **Organization Name:** **Email:** 3. **Name:** **Phone Number:** **Organization Name:** **Email:**

SUB TOTAL	**$** _____
Add: 13% Harmonized Sales Tax (non-profit organizations are entitled for exemptions)	**$** _____
TOTAL LEASE PRICE	**$** _____

_____

Signature

_____ _____

Date Official Capacity