CORPORATION OF THE TOWN OF HANOVER
EXPRESSION OF INTEREST 2024-01-PRC – Auxiliary Room at P & H Centre

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The Town of Hanover invites proposals from interested parties for the potential lease of the P&H Centre Auxiliary Room. Sealed proposals, clearly marked **EOI 2024-01-PRC – Auxiliary Room at P & H Centre** will be received by Vicki McDonald, Clerk, Corporation of the Town of Hanover, 341 10th Street, Hanover, ON N4N 1P5 until **2:00 pm local time, on Monday September 9, 2024.**

Expression of Interest documents with specifications and details may be obtained at the Municipal Office, 341 10th Street, Hanover, ON or on the Town of Hanover website www.hanover.ca/tenders-and-bids.

A **site meeting** will occur on **Wednesday August 28 at 2:00pm** at 269 7th Avenue, Hanover, Ontario, for interested organizations, businesses or individuals who wish to view the rental space and amenities.

For additional Information, please contact:

Laura Christen
Director, Parks Recreation & Culture
519.364.2310 x2123
Lchristen@hanover.ca

1.0 PURPOSE

The Town of Hanover (Town) is seeking Expressions of Interest (EOI) from interested parties (proponent) to potentially enter into a lease agreement for a 440 square foot space currently named the Auxiliary Room located within the Hanover P&H Centre (269 7th Ave., Hanover ON, N4N 2H5).

The purpose of the (EOI) process is to gauge the interest in the space and to consider proponents that may then be invited to participate in the formal bid process or lease negotiation, should the Town decide to move forward with one.

This space is suitable for various applications including office space or retail operation. This opportunity may be of interest to individuals, businesses, and not for profit organizations.

2.0 SUMMARY

2.1 Location

The P&H Centre opened in 2010 and contains many amenities including; an NHL sized ice surface, the Hanover Regional Aquatic Centre (opened 1996), indoor walking track and dry land training area, various sized meeting rooms and community multipurpose spaces. Architecturally, the Auxiliary Room was originally designed to operate as a sporting goods pro shop. Upon facility opening, the needs of the community changed and the space was developed as office space and was occupied as the CIP office until 2019. In 2019, the Auxiliary Room was converted into a meeting room and remains the current operation.

2.2 Facility Attendance

The P&H Centre attracts an average of over 250,000 people annually. This multipurpose facility can provide exposure to thousands of swimmers, skaters and spectators who visit the P&H Centre every year.

2.3 Auxiliary Room Details

The Auxiliary Room is approximately 440 square feet. A facility floor plan is attached in SCHEDULE B. The room is conveniently located adjacent to the east entrance of the P&H Centre and connected to a high traffic area in the main floor lobby. It is a block wall construction, with drop tile ceiling, florescent lighting and VCT tile flooring. The space has a large corner window that provides exposure to the main lobby and players corridor. There are washroom facilities located within close proximity to the Auxiliary Room.

2.4 Restricted Products

The sale of food and beverage, tobacco, cannabis and alcohol products in any manner is strictly prohibited in this space.

2.5 Maintenance and Alterations

The confirmed lessee will be responsible for the ongoing cleaning and maintenance of the leased space.

The Town will be responsible for the payment of all utility charges connected with the Auxiliary Room, but will not provide communications equipment / dedicated service lines (telephone, internet, etc.).

The Town will be responsible for snow removal and parking lot maintenance.

Any type of alterations or renovations, structural or otherwise, to the Auxiliary Room by the lessee must have prior approval of the Town and will be at the tenant's expense. All building and fire code regulations must be adhered to.

2.6 Exclusive Operator Rights

The lessee will have exclusive use of the Auxiliary Room but the exclusivity does not include exclusive rights at municipal or community events held at the P&H Centre which may include, but are not limited to trade shows, banquets, receptions, meetings or programs. The Town reserves the right to allow additional vendors to be in operation for designated events.

2.7 Hours of Operation

The lessee's hours of operation must fall within regular facility hours of operation. The facility's regular hours of operation are subject to change. The lessee will work closely with Town staff who will provide P&H Centre facility hours and use schedules in advance. Any requests beyond regular facility hours of operation will need to be reviewed and approved by the Manager of Parks & Recreation Facilities. The lessee shall not have access to the premises when the P&H Centre is closed.

2.8 Lease

The Town reserves the right to negotiate all or part of the proposal selected for the purposes of confirming an approved lease agreement. The approved lessee will be required to sign an agreement with the Town. The minimum term of the agreement will be for (1) one year (2025), with potential for annual renewal for up to (3) three years.

3.0 EXPRESSION OF INTEREST

3.1 Enquiries

All enquiries related to this Expression of Interest are to be directed to the following person. Information obtained from any other source is not official and should not be relied on.

Laura Christen,
Director, Parks Recreation & Culture
Town of Hanover
519.364.2310 x2123
lchristen@hanover.ca

3.2 Auxiliary Room Site Review

Interested parties may view the Auxiliary Room on Wednesday Aug. 28, 2024 at 2:00pm at 269 7th Avenue, Hanover, Ontario.

3.3 Submissions

Sealed proposals clearly marked 'EOI 2024-01-PRC – Auxiliary Room at P&H Centre' will be received by:

Vicki McDonald
Clerk
341 10th Street
Hanover, ON N4N 1P5

Until **2:00pm local time on Sept. 9, 2024**

The proposal must include the following or the proposal will be rejected:

a) □ Completed and signed SCHEDULE A – FORM OF PROPOSAL;

b) □ A detailed cover letter providing an explanation of your plan to operate the Auxiliary Room. Include details regarding, but not limited to, the following:

- Proposed use of space
- Description of products and/ or services (if applicable)
- Description of clientele
- Staff - How will it be staffed?
- Hours - Proposed schedule and hours of operation
- Set up plan and any proposed space alterations (if applicable)
- Amount of lead time required to commence operations; estimated commencement of operation
- Explain how your operation will enhance service to residents of Hanover and area.
- Indicate or explain how your operation is compatible with the facility's existing services / amenities
- Other details that the Town should consider.

c) □ A description of your experience and capacity to operate the proposed operations

d) □ A list of equipment you plan to bring into the Auxiliary Room top support your operations

e) □ Minimum of three (3) references.

3.4 Right to Accept or Reject Proposals

The Town, at its sole discretion, reserves the right to accept or reject any or all Expressions of Interest. The Town reserves the right to waive any irregularities in any proposal, and to request clarification and additional information on any proposal. A successful submission shall not be construed as a guaranteed invitation to participate in the formal bid process.

3.5 EOI Withdrawal or Replacement

Any submission may be withdrawn prior to the scheduled time for closing by submitting written notice to the Town contact. Replacement submissions are welcome until the date of closing.

3.6 Not a Binding Contract

This request for EOI does not constitute an offer of lease by the Town and is not intended to be a formal legally binding process. The request for EOI does not bind the Town to proceed with any subsequent bid process, negotiations, or contract and does not constitute a commitment by the Town to enter into any agreements.

3.7 Proof of Insurance

Prior to assumption of the premises, the lessee must provide proof of a minimum of two million dollars ($2,000,000.00) commercial general liability insurance that includes a clause to indemnify and save harmless the Town of Hanover from all claims arising out of injury to persons or damage to property during the course of work under this contract. The Town of Hanover must be added as an additional insured to the policy and a certificate of insurance must be provided to the Town.

3.8 Worker's Compensation

Prior to assumption of the premises, the selected lessee must provide a valid and current Workplace Safety and Insurance Board certificate or registration number for verification. Should the selected lessee be self-employed and not have any employees, this may not be required.

3.9 First Aid Regulations

The lessee shall meet the Occupational Health and Safety Act regulations and maintain the necessary first aid items and equipment as called for under the First Aid Regulations of the Worker's Compensation Act and Occupational Health and Safety Act.

3.10 AODA Compliance

Proponents shall ensure that its employees, agents, volunteers, or others engaged by the proponent in the delivery of the services contemplated under this Project receive training in accordance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service and Section 7 of Ontario Regulation 191/11, Integrated Accessibility Standards Regulation made under the *Accessibility for Ontarians with Disabilities Act, 2005* (the "**AODA**").

4.0 EVALUATION & SELECTION CRITERIA

4.1 Proposals will be assessed on the basis of information provided by the Proponent at the time of submission and if requested, subsequent interviews with the Proponent shall be considered. The Town, at its sole discretion, reserves the right to conduct an interview with Proponents. Should an interview be conducted, the Proponent will be provided with the interview expectations.

4.2 It is the responsibility of the Proponent to provide sufficient information in their proposal

to demonstrate abilities. Proponents are advised that the organization and thoroughness of their response is important to the evaluation process. All required information should be presented in an organized, comprehensive and easy to follow manner.

4.3 Proposal submissions shall remain open for a period of 30 (thirty) days from the closing date. The successful Proponent will be notified as soon as possible after the Town has determined a direction.

4.4 Proposals will be evaluated based on the following criteria.

Rated Criteria	**Maximum Points (weight)**
The type of development proposed, intended use, and "fit" with the facility (i.e. ability to integrate into or complement current facility operations)	30
Team and lead contact / staff knowledge, previous experience, qualifications and capacity to offer service to the patrons of the P & H Centre	30
Alignment with community needs, community enrichment or a combination of both	30
References	10
TOTAL	/100

SCHEDULE A – FORM OF PROPOSAL

Business / Organization / Individual Name _____

Main Contact _____

Address _____

_____

Phone / Cell _____

Email _____

STATEMENT BY BIDDER

EOI DOCUMENT NAME _____

1. I/We have reviewed all terms and conditions of all forms included as part of this EOI package.
2. I/We have read and understand all of the terms and conditions of the forms included as part of this EOI package.
3. I/We understand that if our bid is successful, all requirements of the successful bidder as outlined in this bid document will be completed by the time and in the format required.

Dated at _____ this _____ day of _____, 20 _____

_____ _____

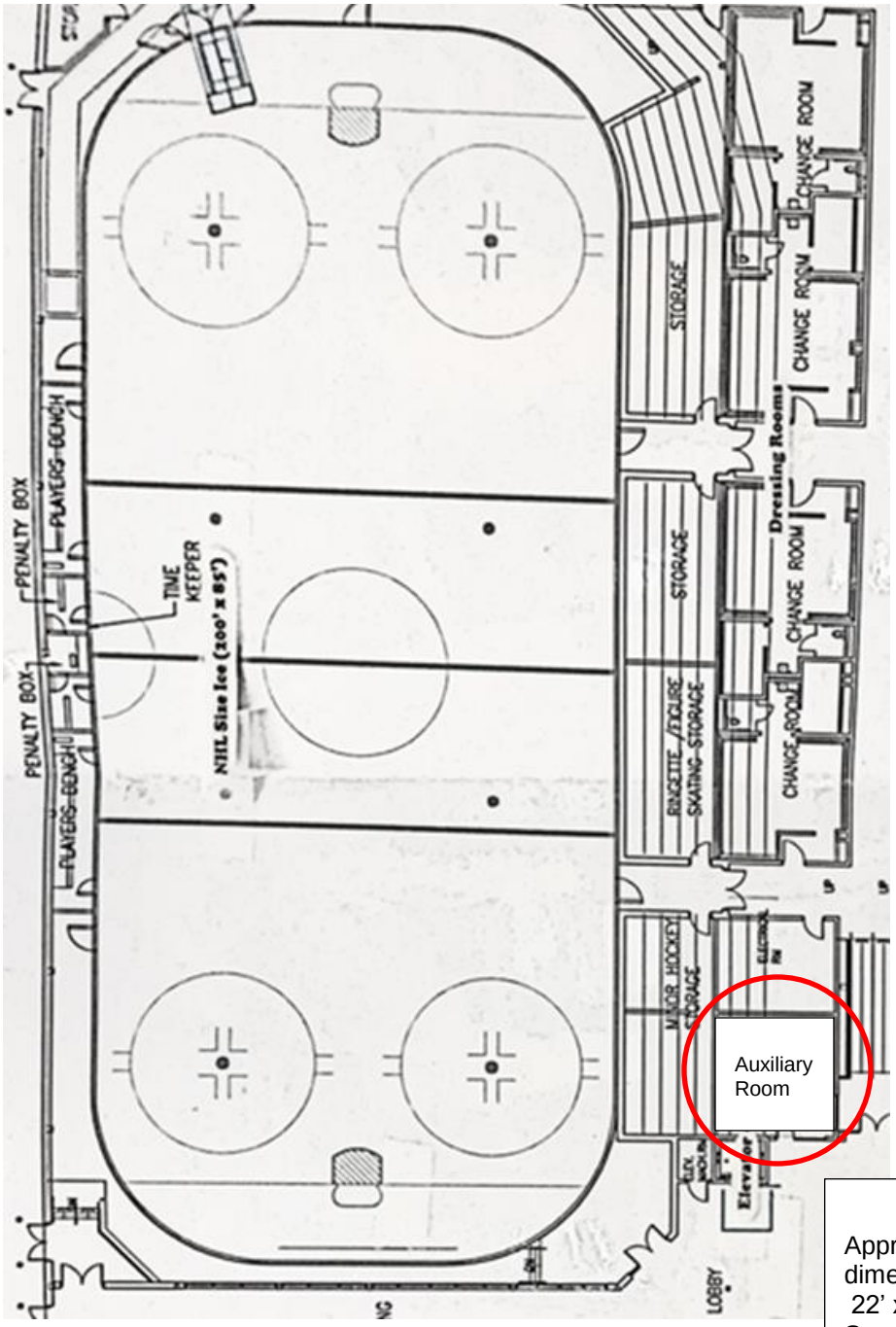
Witness Signature of Authorized Person

_____

Position

SCHEDULE B -

Auxiliary Room Location



Approximate dimensions are:
22’ x 20’ = 440 Square Feet

SCHEDULE C - Procedures for Proponents Submitting Expressions of Interest

The following are the general Expression of Interest (EOI) procedures for The Town of Hanover that are to be included as an attachment to all EOI documents. All proponents must adhere to the following procedures:

1. The following procedures shall be followed explicitly. Changes to any of these procedures shall be done only in writing by the Department Head/designate responsible for such EOI document, to be given to all interested parties. Copies of these procedures shall be given to every person intending to submit an EOI and a statement shall be signed and submitted with every submission that these procedures have been read and understood by the bidder.

2. All EOI submissions must include all required documents, and be properly signed and sealed or witnessed and placed in an envelope and submitted to the Clerk to the location detailed in the bid document, before 2:00 p.m. local time on the specified date as stated in the EOI document.

3. All submitted Expressions of Interest shall have the date and time of receipt noted on the face of the envelope.

4. Upon opening, if the envelope does not contain the appropriate documentation as required, the Expression of Interest will be declared as informal. The Department Head/designate and the Treasurer/designate will review the Expressions of Interest immediately after closing. If it is confirmed that the Expression of Interest does not comply with the requirements at time of closing, the EOI may be rejected. Written confirmation of the rejected Expressions of Interest will be forwarded to the Proponent by the Department Head.

5. Proponents shall carefully examine and study all of the Expression of Interest documentation, drawings, specifications, site of the work (if applicable) etc., in order to satisfy themselves as to all conditions and requirements.

6. The Corporation of the Town of Hanover reserves the right to reject any or all Expressions of Interest or any reason whatsoever and to accept any submission considered best for its interest.

7. Any Proponent will be permitted to withdraw his/her unopened Expressions of Interest submission after it has been deposited with the Clerk, provided such request for withdrawal is received in writing prior to the time appointed by the Clerk or Department Head.

8. More than one Expression of Interest submission from an individual firm, partnership, corporation or association under the same or different names will not be considered. Collusion between proponents will be sufficient cause for rejection of all submissions so affected.

9. Expressions of Interest which are incomplete, conditional or obscure, or which contain additions not called for, erasures, alterations or irregularities of any kind, may be rejected as The Town reserves the right to waive informalities at its discretion.

10. Expressions of Interest that are likely to affect adversely the interest of the Corporation, may be rejected. The Corporation shall be the sole judge of such matters.

11. Should a Proponent find discrepancies in, or omissions from the EOI documents, or should he/she be in doubt as to meaning, he/she shall clarify them with the appropriate Department Head or Consultant as the case may be, who may send an addendum to all interested parties. No oral explanation or interpretation.

12. All Expressions of Interest must be on the form supplied by the Town and be signed and sealed by Proponent. An Expression of Interest submitted by a Corporation shall bear the Corporation Seal and the signature of a duly authorized officer or officers who may be required to present evidence of his/her or their authority to sign. Where an Expression of Interest is a joint venture, they shall comply individually with this direction.

13. The Town reserves right to cancel the request for the EOI at any time for any reason without any liability;

14. The Town reserves right to seek subsequent information or initiate discussions with any proponent or potential proponent, including those that did not respond to this request for EOI.

15. The Town Reserves the right to forego an open bid process and to directly negotiate an agreement with any proponent, which may include proponents that did not respond to this request for EOI;

16. The Town reserves the right to contact a limited number of potential proponents, which may include proponents that did not respond to this request for EOI, for the purpose of a competitive bid process;

17. The Town reserves the right to elect to proceed by way of an open competitive process where all interested parties, including those that did not respond to this request for EOI, are eligible to compete; and

18. The Town reserves the right to elect not to proceed with a lease agreement upon completion of this EOI request.