



City of Cranbrook
Request for Expression of Interest
Lease Space within the Western Financial Place (WFP)

The Corporation of the City of Cranbrook (the “City”) invites Expressions of Interest (EOI) from interested parties looking for an opportunity to lease commercial space in the Western Financial Place.

City Overview

Cranbrook is a thriving, progressive community offering exciting opportunities to citizens, businesses and visitors. With a population of almost 20 000 and a service population in excess of 70 000, the City of Cranbrook is the largest municipality in south-east British Columbia. The City of Cranbrook is committed to its continuing development as a successful and progressive community and to preserving, and further enhancing, the high quality of life enjoyed by its residents. Cranbrook has excellent community facilities and services which are rated by residents and businesses as a major contributor to the City’s high quality of life and its desirability as an employment centre.

Western Financial Place is the largest entertainment venue in the Kootenays. WFP is a 4672 seat multipurpose facility that is home to the Western Hockey League’s Kootenay ICE. WFP has a Leisure Pool that houses an 8 lane 25 meter lap pool, a wave pool, waterslide, jacuzzi, sauna and steam room. The facility also has a squash court, restaurant, and hosts two private businesses operating within the facility.

WFP is owned and operated by the City of Cranbrook. WFP began operations in October 2000 under a lease agreement between the City and a privately incorporated organization. The City of Cranbrook took over the operations of the facility in April 2007.

Term of Lease

The term of lease will be for a predetermined period from date of commencement, with an OPTION TO RENEW for an additional negotiable period, upon mutual agreement between both parties.

Area Available to Lease

The space currently available to lease is identified on the floor plan attached as Schedule ‘A’ of the document. **Site visits will be scheduled upon request.**

To request a site visit, contact:
Stacy Paulsen, Facility Manager at 250.489.0254

Rental Structure

It is expected that rent will be based on appraised market value plus all applicable taxes. The final rent will be negotiated between the City and the selected Tenant.

The Submission

The following information is to be included in the Expression of Interest response:

1. Submittal Form (attached at end of this document);
2. A brief description of the business, its nature, history (including number of years in operation and number of current employees), client base, projects, staff growth, etc. Attach any relevant literature (brochures, etc.);
3. List proposed improvements/renovations (if any); identify if a change to the rental space will be required;
4. Description of electrical equipment/fixtures and non-energized equipment and furniture being brought in;
5. Proposed operating name (Tenant Name);
6. Outline short and long term goals for your business (i.e. expansion goals and opportunities);
7. Include proposed hours of operation and expectations as to access to the building, advertising and signage requirements;
8. Outline your proposed/requested date of occupancy and commencement of the term of the lease;
9. The term of the lease and options;
10. Proposed rent per annum range; and
11. Any other supporting information you may wish to include with your submission.

Review Process and Lease Agreement

After the submission deadline, City staff will consider the submissions and will (by invite only) invite one or more parties for further detailed discussions. The City, at its sole discretion, will decide which, if any, of the applicants to accept.

Prior to any lease agreement being finalized, the City will require a Certificate of Liability Insurance. The City shall have the final authority on all matters regarding submissions to this Expression of Interest.

Enquiries and Closing Date:

Enquiries regarding the Expression of Interest should be direct to:

Stacy Paulsen, Facility Manager
1777 2nd Street N
Cranbrook, BC V1C 7G9
250.489.0254
E-Mail: paulsen@cranbrook.ca

Expressions of Interest will be received up to 4:00 PM local time, Friday, January 9th 2015.

Submissions can be emailed or posted to the address above.

Conditions of Expression of Interest Submission

1. The submissions are for information only. A submission does not entitle or obligate the submitter to take a lease of the property. The Expression of Interest is non-binding;
2. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not;
3. The submitter can withdraw the submission at any time on giving notice to the Financial Services Manager (the City);
4. The City may withdraw the Expression of Interest at any time;
5. The submitter should provide all information asked for by the Expression of Interest. If the submitter fails to do this, the City may decline to consider the submission;
6. Requests for further information. The submitter must provide such information at its own cost. If the submitter fails to respond in a reasonable time the City may decline to consider the submission further;
7. If the submitter fails to lodge the submission as described above by the closing date, the City may decline to consider the submission;
8. The City will not meet or contribute to any costs associated with a submission. The submitter must meet all costs;
9. The submitter and their representative must not, without written permission of the City, make public any statement in relation to any Expression of Interest document; and
10. The City will not enter into any correspondence or discussion with any submitter relating to decision made by the City on the leasing of the space.

Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

POSTAL CODE

NAME OF CONTACT PERSON (PLEASE PRINT)

PHONE NUMBER

FAX NUMBER

CELLULAR NUMBER

E-MAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

PLEASE PRINT NAME

DATE

Attachment 'A'
Site Plan

***The proposed lease space consists of approximately 2000 square feet**

