



City of Cranbrook
Request for Expression of Interest
Childcare Provider

The Corporation of the City of Cranbrook (“the City”) invites Expressions of Interest (EOI) from childcare providers that would be interested in building and operating a new daycare, in Cranbrook. These submissions would be confidential and not shared publicly, the purpose is for Council to gauge interest and possible opportunities for capable providers.

City Overview

Cranbrook is a thriving, progressive community and offers exciting opportunities to citizens, businesses and visitors. With a population of over 20,000 and a service population more than 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.

City Council has been discussing options for City involvement in creating childcare spaces in Cranbrook. In order to utilize the available grants being offered by the Provincial and Federal Government, the City is considering providing land or sharing an existing facility space where feasible (in whole or in part) as a lease or sale to a third-party provider to create childcare spaces.

The ChildCareBC new Spaces Fund is accepting applications for the capital funding to construct or renovate the building, and a third-party provider would be required to administer the operations. There are many grant funding opportunities available currently. To gauge the interest and capacity of the providers, the City is issuing this Expression of Interest for confidential submissions.

Submission Requirements

Your confidential submission should provide the following information (maximum of 2 pages):

1. A brief description of the business, history, how many childcare spaces you would be able to realistically operate and how you intend to recruit and sustain staff;
2. Identify any buildings or land (irrespective of current use or zoning) that the City possesses, whether it is occupied or not, that the potential childcare centre can be located;
3. Your plan and ability to use grant funding available by the provincial or federal governments to construct a new childcare facility, if the City were to provide the space for this purpose;
4. Identify any partnerships or synergies that may be formed to optimize the space; and
5. Any other supporting information you may wish to include with your submission.

Review Process

Proponent's information will be reviewed by the City in confidence and all expressions of interest will be considered. At the City's sole discretion, if the City is agreeable to pursuing a partnership with the proponent, a joint application for grant funding would commence.

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 directed to:

Tina Babuin – Administrative Manager, Corporate Services
40 – 10th Avenue South
Cranbrook, BC V1C 2M8
E-Mail: tina.babuin@cranbrook.ca

Please forward Expressions of Interest clearly labelled "**Childcare Provider Expression of Interest**" via email or mail to the address above no later than **4:00 PM local time, Friday, October 13, 2023**. Late submissions will not be accepted.

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 prior to Friday, August 31, 2023 ? if we allow them to withdraw once we are too far down the road, that may be problematic on giving notice to the above City contact;
4. The City may withdraw the Expression of Interest at any time;
5. The submitter should must 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. The submitter must provide requests for further information from the City 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 will 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 regarding 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