



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Proposal No. 2461401

Lease of Space - Gibsons and Area Community Centre

Date: December 6, 2024

Item No.1 Service Requirements "6.1 The Proponents responsibilities will include the following: d) maintenance of lease of space"

Question: Can you please provide details on what the maintenance of the lease of space includes and how do we incorporate the financial costs associated with maintenance in the response?

Answer: The Regional District intends to lease the space to a single service provider, the service provider will be responsible for the maintenance and upkeep of the space.

The service provider will be responsible for:

- All associated physical improvements to the lease space, approval for structural changes to the facility would need prior approval,
- General maintenance and repairs for any damages caused by the services being performed and
- Janitorial services.

The lease will include:

- Utilities,
- Garbage / recycling services, and
- Options to access the fitness and arena areas may be included in the proposal for consideration.

The Regional District will:

- Provide regular upkeep and maintenance of facility features for the specific leased space (unless damaged by the Service provider).

Proponents will need to include the expenses of the maintenance and upkeep of the space within their Proposal.

Item No.2

Question: Will the service provider have exclusive access to the site?

Answer: The Regional Districts current key system will allow access to other rooms in the facility with the same key type. The leased room will be for the exclusive use of the service provider, Proponents should request a key replacement as part of their proposal if they require the locks to be replaced. The Regional District will be able to access the space for emergencies and/or to attend to any contractual obligations.

Item No.3 Service Requirements "6.1 The Proponents responsibilities will include the following: d) maintenance of lease of space"

Question: What is the service providers responsibility for the use of the outdoor space, and will it be for the service providers exclusive use?

Answer: The outdoor space currently is not exclusive; the Regional District has no intent at this time to use the space. If the Proponent would like exclusive use of this area as part of the lease the Proponents would need to request this and propose the reason, they want exclusive use of the space within their proposal. The

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space becoming exclusive will be determined at the sole discretion of the Regional District, if the space is exclusive the service provider will be responsible for all maintenance, upkeep and the equipment located within the space. The Regional District will be responsible the fence and the Regional District will not be responsible for any items that are stored in the outdoor space that belong to the service provider.

Item No.4

Question: If we want to make improvements to the site what is the process for the service provider to make improvements?

Answer: Any structural changes and improvements will need to be approved by the Regional District in writing, as the space is exclusive the service provider can make changes to the space that is not structural as long as the space is returned to its original state at the end of the agreement.

Item No.5

Question: Does the Regional District have any requirements for the programs that we are offering, can they be drop in, registered, revenue generating?

Answer: The Proponent needs to propose the type of programming they wish to offer as part of the service. The Regional District is seeking programs that will complement and not compete with the existing programs we have. The Proponent can have drop in, registered, revenue making and/or cost recovery programs. The Regional Districts current model is cost recovery.

Item No.6

Question: If we propose a program that the Regional District is not interested in or that is not in alignment with the mission statement for the centre, will we be rejected?

Answer: Proponents need to meet the mandatory requirements anything that says must or mandatory, we will consider all programs the Proponent intends to offer. If the Proponent is successful and a program is being offered that does not align with our mission statement for the centre, it will be discussed with the Proponent if they are successful.
