



Expression of Interest Vacant Building - 788 Centre Street



The building located at 788 – Centre Street will be available for lease or possible sale as of June 1st, 2017. Individuals, businesses, groups, or organizations interested in leasing the building are invited to submit a detailed proposal in accordance with the guidelines contained in the Expression of Interest document available at www.burnslake.ca or obtained from the Village Office at 15 3rd Avenue.

Issue Date: April 21, 2017

Email complete response as a PDF file to village@burnslake.ca or mail a hard copy to Village of Burns Lake, PO Box 570, Burns Lake, BC V0J 1E0

CLOSING DATE: May 23, 2017 at 10:00 am

Proposal Submission Guidelines

1. Introduction

This document outlines the overall scope of the building, the basic requirements for the proposal document, and the review process to be used for awarding the Lease Agreement.

2. Building Background

The building has been used as the local Playschool for over 30 years. It is equipped with a full kitchen, washroom, parking lot and back yard with children's playground equipment.

3. Proposal Requirements

All proposals and subsequent information or material received shall be submitted as an electronic PDF document or in hard copy to the Village of Burns Lake no later than the scheduled closing date and time.

Proposals *must* include the following information:

- Intended use
- Description of applicant's business, group or organization
- Proposed monthly rent and what is to be included (i.e. utilities, etc.)
- Rental term
- If applicable a detailed description of public service to be provided

Proposals may be withdrawn by written request only; the request shall be addressed to the Chief Administrative Officer, at any time prior to the scheduled closing date and time.

To arrange a viewing of the building please contact Sheryl Worthing at 250.692.7587

4. Review Process

All proposals and subsequent information or material received will be made public and reproduced as part of the Regular Village of Burns Lake Council Agenda for Village of Burns Lake Council to consider and review. The Corporation for the Village of Burns Lake reserves the right to enter into negotiations and/or an agreement with applicants for use of the building.

If you have any concerns regarding information contained in your proposal submission being made available to the public please contact the Village Office at 250.692.7587.