

Request for Lease Proposals



Lease of Space at
32 Mill Road, Dorchester

July 2026

4305 Hamilton Road, Dorchester, ON Canada N0L 1G3

thamescentre.on.ca

1 Introduction

The Municipality of Thames Centre is pleased to announce the availability of a prime commercial/retail space. Given the applicable zoning and limited on-site parking, the Municipality is seeking Proposals that complement the recreational and tourism character of the area, while placing minimal demand on available parking spaces. The proposed use of this space, on a property that is zoned EP-5, must be accessory to the recreational and tourist nature of the Mill Pond. There is only one dedicated parking space at this property for the Tenant. This building sits beside the scenic Mill Pond conservation area, which is very popular for nature hikes, along with fishing and general enjoyment of nature.

Through this Request for Lease Proposals, we invite submissions from those interested in leasing this space.

Interested parties must submit a Proposal in accordance with the guidelines outlined within this document. The Municipality intends to award a lease agreement with the selected proponent within 14 days of the proposal submission deadline.

Please note that the Municipality reserves the right to accept or reject any or all Proposals. Acceptance of Proposals is not guaranteed, and the Municipality may opt to reopen the process or retain this space for alternative uses. As a result, there is no guarantee that this space will be awarded to any of the Proponents.

The Municipality looks forward to reviewing Proposals and exploring the potential for the new use of this space to enhance the community experience in Thames Centre.

Description of Leasable Space

The available space at 32 Mill Road is approximately **1,402** square feet, along with the option of also leasing the adjacent **338** square feet shed space, with the following features:

- refer to **Schedule A** for the general size and layout of this building, however please note that all internal walls and half walls are not shown in this image.
Note - all room measurements provided in this document are approximate, with Proponents responsible to confirm measurements.
- refer to **Schedule B** for external and internal images of this building and of the available space
- refer to **Schedule C** for the draft version of the Lease Agreement that the new tenant will be required to enter into with the Municipality
- dedicated front entrance (5 steps from ground level to landing and front door)
- first room comes with large counter
- small 2-piece washroom
- space is equipped with heating, cooling & thermostat, along with hot water heater
- second/rear external door provides access to a deck that is open to the public
- the shed (shown as the very top space in the attached floorplan) is 338 square feet, and can be included in this lease, or alternatively the Municipality can explore other uses for this space. Please specify in your Proposal whether you wish to lease this space as well, if successful with your submission.

- one dedicated parking space (which Tenant could decide to designate for their staff, or their customers)

Lease Rate

Lease rates are subject to an automatic adjustment at the start of each calendar year, at which time the monthly rent shall be adjusted (likely increased) after taking into consideration our new cost recovery approach and/or the Consumer Price Index (All-Items) for Ontario, as published by Statistics Canada for the preceding calendar year.

Lease Terms

> Municipal Responsibilities

- Refer to Section 3 “Landlords Covenants” of Schedule C for a full list of Municipal responsibilities. What follows here is a summary of some key responsibilities.
- Provision/payment of the water and natural gas utilities, until separate meters are installed, at which point these costs will be the responsibility of the Lessee.
- Maintenance/repairs to the outer walls and roof, exterior windows, exterior doors, plumbing, HVAC and electrical. This does not include expanding/additions to any of these elements, nor does it include interior walls, ceiling, flooring.

> Responsibilities of Lessee/Tenant

- Refer to Section 2 (“Tenant’s Covenants”) of the Lease Agreement (Schedule C) for a full list of Tenant responsibilities. What follows here is a summary of some key responsibilities of the lessee/tenant.
- First months’ rent will be required in advance, at time of entering into agreement.
- The Municipality will be responsible for the provision and payment of water and natural gas utilities until such time as separate meters are installed. During this period, **the Lessee shall pay a flat monthly utility charge of \$100 plus HST**, over and above the monthly lease rate, to contribute toward these utility costs. The Municipality reserves the right, at its sole discretion, to recover additional utility costs from the Lessee where water or natural gas usage is considered excessive, unreasonable, or inconsistent with the anticipated use of the leased premises. Once separate meters are installed, all water and natural gas utility costs will be the responsibility of the Lessee.
- The Municipality does not authorize the sale of alcohol, tobacco, marijuana nor vaping products at this property.
- Any/all moving expenses.
- Insurance requirements (refer to Schedule C, items 2 (l) and 2 (n), for full details)
- All costs, building permits and inspections related to any renovations/improvements to the space. Any improvements/alterations are subject to obtaining building permits and any/all work must be completed in accordance with applicable building code provisions and drawings which for the basis of permit issuance. Any such work is subject to approval from the Municipality in advance. The Municipality has the right to reject any renovation requests. If your Proposal is contingent on any renovations, then such details must be included in your submission. Any change

requests to the exterior of the building are less likely to be approved due to a desire to maintain the appearance of this historic building.

- Any required permits (ie. to operate the business).
- Exterior signage, of any kind, is subject to the Municipal Signage By-law, with the optional sign, explained in the next bullet of this document, already being in compliance with the Signage By-law. A building permit could be required for additional exterior signage, depending on the size.
- Optional – should the new tenant wish to add their own panel to the existing 2-sided lawn sign (as shown in the second image on page 10 of Schedule B), they will be responsible for all costs (design, manufacturing, shipping, installation). The new panel would go directly below “The Frozen Cow” panel. The Municipality must approve your proposed sign (artwork, wording, material, etc.) in advance.
- Not permitted to lease or sublet all or any portion of this space without the advanced express written consent of the Municipality.

2 Request for Lease Proposals - Rules and Procedures

- 2.1. This is not a call for tender. This is a request for lease proposals to identify a preferred Proponent and to initiate negotiations which, if mutually satisfactory, would lead to a Lease Agreement (refer to Schedule C) for the available space at 32 Mill Road.
- 2.2. The Municipality will select the preferred Proponent, which in the opinion of the Municipality, submits the most advantageous proposal. If an agreement cannot be reached with the preferred Proponent, the Municipality may, at its sole discretion, initiate negotiations with the Proponent with the next most attractive proposal. Alternatively, the Municipality may decide not to select any of the Proponents, for whatever reason they deem appropriate.
- 2.3. The Proponent agrees that the submission of a proposal is acknowledgement of their understanding and acceptance of all information contained within this RFP and with any addenda that follows.
- 2.4. Proposals will be considered revocable.
- 2.5. The Municipality reserves the right to waive any irregularities in submitted proposals.
- 2.6. The Municipality reserves the right to request additional information or seek clarification from multiple parties.
- 2.7. The Municipality reserves the right to reject any or all proposals and the right to re-advertise or re-commence the Request for Lease Proposals process, if it so desires.
- 2.8. The Municipality reserves the right to ultimately not enter into a lease agreement for the space being made available for proposals.
- 2.9. Submissions are made at the sole expense of the Proponent. The Municipality

takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.

- 2.10. Withdrawal or Qualifying of Proposal** - a proponent, who has already submitted a Proposal, may submit a further Proposal or amending Proposal at any time up to closing date and time. The last Proposal received shall supersede any previous submissions.

A proponent may withdrawal the Proposal at any time up to the closing date and time by submitting a letter with their signature to the Municipality, addressed to the attention of The Municipality Thames Centre's contact provided in Section 3.6 of this document.

- 2.11. Indemnification** - the successful Proponent(s) agrees it will indemnify and hold harmless the Municipality, its employees and agents against any and all liability, loss, costs, damages and expenses which the Municipality, its employees and agents may hereafter sustain, incur or be required to pay arising out of the negligent or willful acts or omissions of the successful Proponent in the performance of this agreement.

- 2.12. Insurance** – refer to Items 2 (l) and 2 (n) in Schedule C (attached).

- 2.13. Workplace Safety and Insurance** - it is the obligation of any successful proponent to comply with all requirements of the workplace safety and insurance board act. The successful proponent must certify that all employees, officers and agents are covered under the act and submit this information when requested.

3 Proposal Submission Process

- 1. Site Visit** - all interested parties are encouraged to attend the site visit (date provided in Section 6 below). At this time, municipal staff will provide a tour through the space. Attendees are to meet outside of the building, located at 32 Mill Road, Dorchester. Proponents unavailable to attend this site visit are not guaranteed another opportunity to view the space before the proposal submission deadline, however best efforts will be made to accommodate – **limit one site visit per Proponent.**
- 2.** Proponents shall submit proposals in a sealed package. **Absolutely no emailed submissions will be accepted.** The package shall contain: **four** hard copies of the proposal. Section 2 (Lease Proposal) must be submitted as one hard copy in a separate sealed envelope as described further below. The Proposal package should be clearly marked as: **“Request for Lease Proposals – 32 Mill Road”**

Each proposal shall be divided into the following two sections and be clearly marked as such:

Section 1: Introduction Letter & Business Plan

Section 2: Lease Proposal - this Section **MUST** be submitted **in a separate sealed envelope**, labeled “Lease Proposal.”

Any additional supporting documentation shall be included in Section 1.

On the Closing Date, commencing at **12:01 p.m.**, the Proposal envelopes will be opened and the names of the Proponents that have submitted proposals will be

recorded by Municipal staff. The enclosed second sealed envelope (Section 2: Lease Proposal) will not be opened until such time as the Evaluation Committee has reviewed and evaluated Section 1 for all proposals.

- a. Sealed proposals will be received by the Municipality, until the submission deadline, at:

Municipality of Thames Centre
4305 Hamilton Road, Dorchester, Ontario N0L 1G3

Proposals received after the submission deadline will be sent back unopened. There is a drop box beside the front door for any submissions delivered outside of our business hours (weekdays 8:30am-4:30pm).

- b. Any questions will be received until the date outlined in Section 6 of this document. Responses to questions will be emailed to ALL Proponents.

- c. **All parties considering submitting a proposal MUST register, in order to ensure they receive any/all updates (addenda). Refer to Section 6 for deadline date to register.** All questions AND registering must be done by emailing:

Steve MacDonald, Director of Community Services & Facilities
smacdonald@thamescentre.on.ca

- d. Addenda, if required, shall hereby form part of the Request for Lease Proposals documents. All addenda shall be emailed to all registered Proponents as detailed above. This will be completed by the date outlined in Section 6 of this document. It is the responsibility of the Proponent to review all addenda that have been emailed. No oral explanations or interpretations will modify any of the requirements or provisions of the Request for Lease Proposals documents. The Proponent shall acknowledge receipt of addenda, if any, within their introduction letter (Section 1 of your Proposal).

- e. All submitted proposals shall become the property of the Municipality and will not be returned to Proponents.

3. Since the Lease Proposals (Section 2 of your Proposal) will not be viewed until a later date, after Sections 1 is reviewed and evaluated, there will not be a public opening of submitted Proposals.

4 Evaluation Process

1. The evaluation process will be carried out by a committee, who will review and score all the submissions. Section 1 will be reviewed and evaluated before Section 2 - Lease Proposals is opened/reviewed/scored.
2. Evaluation results of submitted proposals and the ranking of proposals will not be disclosed by the Municipality after the evaluation process.
3. The Municipality will not necessarily accept the highest Lease Proposal nor any Proposal. Any implication that the most financially beneficial proposal will be accepted is hereby expressly negated. As you will see by the evaluation criteria,

further below, price is only one aspect of the decision process.

4. The Municipality reserves the right to seek clarification of any one or more proposals. As a result, proponents may be requested to:
 - i. Provide additional information
 - ii. Clarify their submission(s)
 - iii. Address specific requirements not adequately covered in their Proposal

5 Evaluation Criteria

Proposals should demonstrate how the Proponent meets the requirements outlined in this RFP and should further expand on their organizations qualities and any other relevant information to the extent the Proponent deems beneficial to support their Proposal. Proponents should also demonstrate why their Proposal should be preferred by the Municipality and how they will bring added value to the community by being selected to lease this space.

The Municipality will evaluate and score proposals based on the following criteria:

1. Introduction Letter	0%
2. Business Plan	
a) Experience/Years in Business	10%
b) Products/Services and their Fit	25%
c) Parking Needs	20%
d) Schedule/Timing/Term	15%
e) Completion/Quality of Application	10%
3. Proposed Lease Rate (Section 2)	20%
	100%

6 Schedule

Task	Date
Issue Request for Lease Proposals	July 24, 2026
Optional Site Visit (refer to 3-1 above)	9am August 5, 2026
Deadline to Register – Mandatory (refer to Section 3-2 c) above)	August 9, 2026
Final date for Proponent questions	August 12, 2026
Final date for addenda/clarifications from the Municipality	August 14, 2026
RFP submission deadline	12:00pm August 24, 2026

7 Confidentiality

All correspondence, documentation and information provided by the Municipality to Proponents in connection with this proposal:

- a. Are and shall remain the property of the Municipality

- b. Shall be treated by the Proponents as confidential, and
- c. Shall not be used for any purpose other than for replying to this RFP.

The Municipality will not disclose a Proponent's submission to a third party, save and except the legal compulsion to do so.

8 Governing Law

- a. The successful Proponent will be expected to comply with all existing Federal, Provincial, and Municipal Regulations, guidelines and standards, and any other authorities having jurisdiction.
- b. Any subsequent lease resulting from this RFP will be governed by the laws of the Province of Ontario.
- c. Accessibility – In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service and Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation, the Municipality of Thames Centre is required to ensure all third parties or persons who provide goods, services or facilities on behalf of the organization are properly trained.

The successful Proponent shall comply with the Municipality's Accessibility Policy. A sign off form shall be completed and submitted to the Municipality prior to any lease agreement being entered into. The following links provide the further information on the Accessibility Policy and sign off form:

https://www.thamescentre.on.ca/sites/default/files/2019-04/AccessibilityPolicyProcedures-2017%20%282%29_0.pdf

<https://www.thamescentre.on.ca/sites/default/files/2019-04/ContractorSignOff-2013%20%281%29.pdf>

- d. Freedom of Information - the information collected in response to this Request for Proposal is collected under the authority of the Municipality's Purchasing By-law No. 46-2021, as amended. The information collected will be used solely for the purpose stated herein. Questions about the collection of information should be directed to the contact listed under item 3.2 c) above.

9 Proposal Content

Section 1 - INTRODUCTION LETTER & BUSINESS PLAN

Introduction Letter:

Each proposal shall begin with an introductory letter. The letter shall summarize the proposal by providing a summary of similar experience to date and any other key details the Proponent wishes to highlight. **This letter must also acknowledge receipt and review of any/all addenda that were issued.**

The Business Plan must include:

- a) **Information on the Business or Individual(s) Submitting the Proposal (10%):**
 - a. Legal name of Business or of Individuals who would be named in the Lease
 - b. Years of experience of key individuals (owner, manager, staff) and any education/training in related field
- b) **Planned Product/Service Offerings (25%):** identify the products/services, what makes them unique, technical considerations, etc. Critical to explain how your products and/or services are a good fit for this recreational/nature area.
- c) **Parking Needs (20%):** the less impact your business will have on parking the better. As a result, businesses that will not require much parking for staff and customers is preferred. Customers that can be handled remotely, or that are more likely to come on foot or by bike, or who are already at the Mill Pond for other reasons, is ideal.
- d) **Schedule/Timing/Term (15%):** provide your proposed schedule, including preferred date to take possession (ie. how many days after being awarded the contract would you be ready to be open for business) and length of lease term that you would be interested in. Preference towards proponents looking to take immediate occupancy and for a multi-year lease.
- e) **Completion/Quality of Application (10%)**

Proponents are welcome to include any/all additional information that they feel is relevant and would be helpful in supporting your Proposal.

Section 2 – LEASE PROPOSAL (20%)

Earlier this year, the Municipality approved a net cost recovery approach for setting lease rates. As a result, the monthly cost per square foot for the building located at 32 Mill Road is \$0.82, before HST and applicable utility costs. At 1,402 square feet, this equates to a rental rate of **\$1,149.64/month + HST** (for the main available portion). Should you also wish to lease the available shed portion (at 338 square feet), this would be an additional **\$277.16/month + HST**.

Proponents must CLEARLY specify in Section 2 of their proposal as to whether they are interested in both spaces, or just the 1,402 square feet portion.

Any submissions that propose a monthly lease figure below this amount will receive a score of 0 out of 20 for this portion of the evaluation (refer to Section 5 above).

First month rent will be required in advance, at time of entering into agreement.

In this Section of your Proposal you must provide the following information:

1 – a set monthly rental amount that you are willing to pay, 12 months per year, before HST. This rate does not include any utilities. This rate will be subject to change every January as specified in section 1.3 of Schedule C (attached).

2 – confirmation that you are able to provide first month's rent, in advance, at time of being awarded this lease agreement

REMINDER – Section 2 – Lease Proposal **must** be submitted in a separate sealed envelope labeled "Step 2 – Lease Proposal"