

**REQUEST FOR EXPRESSIONS OF INTEREST NO. 1 (the "RFEOI")
CHILD CARE OPERATORS FOR THREE UPCOMING FACILITIES LOCATED AT LORD NELSON ELEMENTARY
SCHOOL, SIR SANDFORD FLEMING ELEMENTARY SCHOOL AND LORD TENNYSON ELEMENTARY
SCHOOL**

Expressions of Interest are to be addressed to Social Policy - Childcare Operator Selection - City of Vancouver, #501-111 W Hastings Street, Vancouver, British Columbia, Canada, V6B 1H4, and should be received prior to 4:30 p.m., Vancouver Time (as defined in Note 3 below), on Wednesday, January 31, 2018 (the "Closing Time").

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest may be submitted by email to the Contact Person named below, or it may be sent to the address specified above by mail or delivered by courier, in each case prior to the Closing Time.
2. Each Expression of Interest must be marked with the Respondent's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be the time shown on the computer clock at the Main Floor Rotunda Information Desk at Vancouver City Hall.
4. The City of Vancouver is open on business days from 8:30 a.m. to 4:30 p.m., Vancouver Time, and is closed Saturdays, Sundays, and holidays. **City offices will be closed from December 25, 2017 through January 2, 2018. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX**
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Childcare Operator Selection
Email: social.policy@vancouver.ca

(the "Contact Person")

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from child care operators for the operation of one or more of three upcoming child care facilities. The childcare centres will be co-located with three seismically upgraded elementary schools at the following locations

- Lord Nelson Elementary School
- Sir Sandford Fleming Elementary School
- Lord Tennyson Elementary School

1.2 Background

City of Vancouver and Vancouver Board of Education (VBE) have been working together over the past decade to create before and after-school childcare spaces (School Age Care for 5-12 year olds) and more recently, full-day childcare (for 0-4 year olds). The broadened focus to include childcare for younger children (0-4 year olds) has marked a new phase in the City/VBE partnership, helping to provide vital childcare options for families with young children that are in-line with Vancouver’s policy and Council priorities. With up to 60 school facilities needing seismic upgrades or replacement over the next 15 years, the ongoing partnership between the VBE and the City will provide opportunities to integrate more full-time childcare facilities for young children (ages 0-4) into school facilities, and continue to facilitate the provision of School Age Care.

Childcare centres at these three sites will help meet the City’s environmental, economic, and social sustainability goals by reducing the number of trips parents make each day, supporting parents’ workforce participation, and providing a continuum of early care and education services in one location to better support family and children’s needs. Facilitating childcare co-located with elementary schools offers the City a unique, effective and cost efficient way to increase the supply of quality childcare spaces for children under the age of 5.

The approved childcare projects at Lord Tennyson, Lord Nelson, and Sir Sandford Fleming Elementary schools will each provide 69 childcare spaces for children under 5 years of age within school facilities including:

- 12 full-time spaces for infants (0-19 months)
- 12 full-time spaces for toddlers (18-36 months)
- 25 full-time spaces for ages 3 to 5 (30 months to school age), and;
- A flex space designed to accommodate 20 licensed preschool spaces (licensed preschool is part-time, part-day care for children aged 3-5 years), with potential to also accommodate other programs such as School-Age Care (out of school care for children aged 5-12).

Each of the new childcare facilities will be located at the rooftop level (3rd floor) of the new elementary school building, and will be built on the same sites as the existing schools. Upon completion of each new school building, the existing school building will be demolished and converted to outdoor space.

The three school properties are owned by the VBE, with long-term leases for each of the new childcare facilities negotiated between the City and the VBE. Upon completion of each school building, the negotiated lease will be forwarded to the Minister of Education for approval.

Facility-Specific Information

Childcare at Lord Nelson Elementary School

- Address: 2235 Kitchener St
- Neighbourhood: Grandview-Woodland
- # of Spaces: 69
- Current project status: Under construction
- Expected occupancy: Summer 2018

Upon completion of construction, the Childcare facility will include:

- (a) approximately 765 m² (8235 sq. ft.) of dedicated indoor space
- (b) approximately 745 m² (8020 sq. ft.) of adjacent dedicated outdoor space

Childcare at Sir Sandford Fleming Elementary School

- Address: 1401 E. 49th Ave
- Neighbourhood: Victoria-Fraserview
- # of Spaces: 69
- Current project status: Project out to tender; permits issued
- Expected occupancy: Summer 2019

Upon completion of construction, the Childcare facility will include:

- (a) approximately 765 m² (8235 sq. ft.) of dedicated indoor space
- (b) approximately 745 m² (8020 sq. ft.) of adjacent dedicated outdoor space

Childcare at Lord Tennyson Elementary School

- Address: 1936 W 10th Ave
- Neighbourhood: Kitsilano
- # of spaces: 69
- Current project status: Design-development
- Expected occupancy: Spring/Summer 2020

Upon completion of construction, the Childcare facility will include:

- (a) approximately 765 m² (8235 sq. ft.) of dedicated indoor space
- (b) approximately 745 m² (8020 sq. ft.) of adjacent dedicated outdoor space

Operating Support

Lease Terms

See Schedule I for detailed information on standard Form of Agreement for City-owned childcare facilities (summaries of standard lease terms, public service requirements, and draft service level agreement). Standard lease terms include:

- (a) Lease term of 5 years, plus opportunities for renewal at end of term for two additional 5-year terms;
- (b) A nominal lease rate of \$10 fixed for the effective term of the lease;

Grants that May be Available

- (a) A one-time grant of up to \$138,000 (\$2000 per space x 69 spaces) will be provided to the successful Respondent for the first 24 months of operation of each facility to support the following costs:
 - i. Project liaison during the construction and finishing, furnishing, equipping and licensing of the child care facility;
 - ii. Any reduction in revenue due to gradual enrolment;
 - iii. Development of policies and practice guidelines; and
 - iv. Program development, staff hiring and orientation.
- (b) The Child Care operator(s) may be eligible to apply for an annual grant of up to \$1,650 per infant/toddler space to offset higher operating costs and parent fees for infant and toddler programs, subject to demonstrated need and available funds. Ongoing receipt of this grant, if available, would be conditional upon meeting grant criteria every year.
- (c) The Child Care operator(s) may also be eligible to apply for an operational or program grant through the City of Vancouver's Community Services Group Child Care Grants Program. Receipt of City grants is not guaranteed, and is conditional upon meeting grant criteria and Council approval each year. Grant application information can be found online at <http://vancouver.ca/people-programs/childcare-enhancement-grants.aspx>

1.3 Scope of Work

Operator's Responsibilities

- (a) The Child Care operator(s) will be responsible for providing all the services and meeting all requirements as set out in the Standard Lease Terms, Service Level Agreement and Public Service Requirements, which are summarized in Schedule I to this RFEOI. Operator's responsibilities include:
 - (i) utility, operating, routine repairs and maintenance of the Premises
 - (ii) paying for breakage, maintenance and repairs which are required by the Service Level Agreement for the landlord to perform, for issues that were caused by occupants/operations.
 - (iii) paying proportionate share of cost of maintenance and routine repairs for common area
 - (iv) maintaining insurance
- (b) The projects are currently under construction, and the successful Respondent for each centre may be required to participate in project review at key stages.

1.4 RFEOI Process

- 1.4.1 Interested parties ("**Respondents**") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.

- 1.4.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents' expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City's discretion) to the responses received and limited, should the City so determine, to all or some of the RFEOI Respondents. The City currently anticipates that it will carry out a request for proposals and that the same will be released to multiple qualified Respondents.
- 1.4.3 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.4.4 Any potential Respondent is requested to refrain from submitting an Expression of Interest if it is not willing to submit bona fide proposal in relation to the subject matter of the RFEOI if the City invites the Respondent to participate in a request for proposals.
- 1.4.5 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the Respondent regarding the matter.

1.5 RFEOI Documents

- 1.5.1 This RFEOI consists of:
 - (a) the cover page hereof and sections 1 through 6 hereof; and
 - (b) schedules as follows:
 - (i) Schedule A – Format for Expressions of Interest;
 - (ii) Schedule B – Letter of Expression of Interest;
 - (iii) Schedule C – Background Information;
 - (iv) Schedule D – Eligibility Criteria;
 - (v) Schedule E – Evaluation Criteria - Administrative, Financial and Operational Capacity;
 - (vi) Schedule F – Evaluation Criteria - Current Operations;
 - (vii) Schedule G – Evaluation Criteria - Proposed Programming and Community Partnerships;
 - (viii) Schedule H – Conflicts;
 - (ix) Schedule I – Form of Agreement.
- (collectively, the "RFEOI Documents")
- 1.5.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Respondents to check the City's website at:

<http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

SECTION 2 COMMUNICATIONS AND KEY DATES

2.1 Contact for Communications

Respondents may not communicate with the City about the RFEOI except by email to the Contact Person listed on the cover page of this RFEOI.

2.2 Key Dates

Potential Proponents should note the following key dates:

Event	Time and Date
Information Meeting	Monday, December 18, 2017, 2:00pm - 3:00pm
Deadline for Enquiries	Wednesday, January 24, 2018
Deadline for submitting proposals	Wednesday, January 31, 2018

2.3 An information meeting (the "Information Meeting" will be held to enable Proponents to seek clarification with respect to any aspect of the RFEOI in a group forum. Attendance at the Information Meeting is not required. The details are as follows:

Date: as specified in Section 2.2 above.

Time: as specified in Section 2.2 above.

Location: 111 West Hastings St. Vancouver, Room 501 ("W Room")

2.4 Potential Proponents are encouraged to read the RFEOI and submit any questions relating to the RFEOI to the Contact Person by 48 hours prior to the Information Meeting.

2.5 The City will in good faith attempt to give accurate oral responses to questions posed during the Information Meeting but Proponents are advised that they may only rely on the written information contained herein or in documents posted to the City's website, as described in Section 1.5.2 above.

SECTION 3 SUBMISSION OF EXPRESSIONS OF INTEREST

3.1 Delivery

Each Respondent should submit the Expression of Interest and all attachments ONE of the following three ways:

1. Submit a single electronic copy of its entire Expression of Interest, and all attachments by email to the Contact Person. Attachment files should be in PDF or spreadsheet formats (e.g. Excel), and may be organized in a zipped folder for ease of sending; OR

2. Submit a USB drive (jump/flash drive) containing a single electronic copy of its entire Expression of Interest, and all attachments delivered physically as stated on the cover page of the RFEOI. Attachment files should be in PDF or spreadsheet formats (e.g. Excel); OR
3. Submit an original of its Expression of Interest and 5 copies of its Expression of Interest and all attachments in a sealed envelope, delivered physically as stated on the cover page of the RFEOI.

It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

3.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

3.3 Form of Expression of Interest

Each Expression of Interest must be consistent with the format set out in Schedule A hereto.

3.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

3.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in a request for proposals will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement, a successful Respondent will be required to confirm its continued status.

SECTION 4 REVIEW OF EXPRESSIONS OF INTEREST

4.1 Evaluation by the City of Vancouver

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has: (i) met the eligibility criteria set out in Schedule D; and (ii) demonstrated that it has the experience and qualifications described in Schedules E through G (the "Evaluation Criteria") in order for it to advance in the City's procurement process. The City currently expects to select a number of Respondents ("Pre-Qualified Respondents"); provided that:

- 4.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and
- 4.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

The following is an overview of the categories and weighting for the City’s evaluation of the section of the Respondent’s Statement of Qualifications (as defined in Schedule A) addressing the Evaluation Criteria:

Evaluation Criteria:

Expressions of Interest will be evaluated according to the criteria and weightings as outlined below. In addition, Expressions of Interest must meet a minimum score in the “**Administrative, Financial, and Operational Viability**” set of Evaluation Criteria to proceed to evaluation of the other categories.

Category	Weighting (Percentage)
Administrative, Financial, and Operational Capacity	30%
Current Operations	40%
Proposed Programming and Community Partnerships	30%
Total Points	100%

4.2 **Inquiries**

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent’s bankers and clients regarding any financial and experience issues.

4.3 **Non-Conforming Expressions of Interest**

Expressions of Interest which fail to conform to the format requirements set forth in Schedule A hereto or which fail to conform to any other requirement of these RFEI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule A hereto or which otherwise fail to conform to any other requirement of these RFEI Documents.

SECTION 5 NOTIFICATION AND RFEI PROCESS

5.1 **Notification of Prequalification**

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

5.2 **Changes after Pre-Qualification**

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent,

from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

5.3 The City of Vancouver Rights

5.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information or clarifications without requesting the same from all Respondents; or
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent.

5.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule B), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule B with respect to confidentiality).

5.3.3 The form of letter set forth in Schedule B also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

5.4 Information Disclaimer

5.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

5.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in a request for proposals and other documents.

SECTION 6 CONFLICTS

6.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, board member or employee of the Respondent or any other person related to the Respondent's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

6.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**SCHEDULE A
FORMAT FOR EXPRESSIONS OF INTEREST**

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule B);
2. a statement of qualifications (each, a “**Statement of Qualifications**”), consisting of and arranged as follows:
 - (a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent’s name, address, telephone number, fax number and contact person.
 - (b) **Table of Contents / Index**
 - (c) **Background Information**

Respondents should provide the completed fillable **Background Information** PDF, (attached here as Schedule C).
 - (d) **Eligibility Criteria**

Respondents should provide the completed fillable **Eligibility Criteria** PDF (attached here as Schedule D) with required or optional attachments included.
 - (e) **Evaluation Criteria: Administrative, Financial, and Operational Viability**

Respondents should provide the completed fillable **Evaluation Criteria: Administrative, Financial, and Operational Viability** PDF (attached here as Schedule E), with required or optional attachments included. Budgets for the first year of operations at the new facility should be submitted using the spreadsheet template provided as Appendix 1 to Schedule E.
 - (f) **Evaluation Criteria: Current Programming and Service Delivery**

Respondents should provide the completed fillable **Evaluation Criteria: Current Operations** PDF (attached here as Schedule F), with required or optional attachments included.
 - (g) **Evaluation Criteria: Proposed Program Model and Community Partnerships**

Respondents should provide the completed fillable **Proposed Program Model and Community Partnerships** PDF (attached here as Schedule G), with required or optional attachments included. Respondents should prepare a separate submission for Schedule G for each facility for which the organization would like to be considered.
 - (h) **Conflicts**

Respondents should provide applicable conflict disclosures in response to Section 6.0 of the RFEOI.

3. Required or optional attachments, submitted as separate files. The details of specific required and optional attachments are detailed in Schedules B through G.

Attachment files should be named according to the following conventions:

- Attachment file titles should be constructed as follows: *Respondent Organization - Schedule and Question number - Document name - Facility of Interest (if applicable) - Attachment number (if applicable)*
- For “Respondent Organization” respondents should use a consistent abbreviation or acronym of the Organization Name (e.g. ABC Childcare could use “ABC”)
- For “Facility of Interest”, attachments addressing a particular facility should reflect the facility name using the following abbreviations:

Childcare Facility	Facility Name Abbreviation for Naming Attachment Files (where applicable)
Childcare at Lord Nelson Elementary School	NEL
Childcare at Sir Sandford Fleming Elementary School	FLM
Childcare at Lord Tennyson Elementary School	TNN

- For “Attachment number”, if more than one attachment file is submitted in response to any question, attachments should be numbered sequentially.
- Attachment File Name Examples:
 - The attachment file submitted by ABC Childcare in response to Schedule D - Question 1a should be titled:
 - ABC - D1a - Registry Search
 - The attachment file submitted by ABC Childcare in response to Schedule E - Question 5a with reference to the Childcare at Lord Nelson Elementary School should be titled:
 - ABC - E5a - Operating Budget - NEL
 - Two attachment files submitted by ABC Childcare in response to Schedule E - Question 2a should be titled:
 - ABC - E2a - Policies - 1
 - ABC - E2a - Policies - 2

Attachment Checklist and Suggested File Names

For reference only, the following is a complete checklist of required and optional attachments, with preferred file names to use. Respondents should substitute a unique organizational abbreviation for "ORG" and facility name abbreviations for "FAC", as outlined above, and add numbers where more than one attachment is submitted in response to the same question.

Checkboxes for Respondent use	Schedule	Question Number	Nature of Document (Summary)	Required/ Required if applicable / Optional	Attachment File Name (Respondent Organization - Facility of Interest* - Schedule no - Question no - Attachment no* - Document name) *if applicable
<input type="checkbox"/>	B	-	Letter of Expression of Interest (signed)	Required	ORG - B - LOEOI
<input type="checkbox"/>	D	1a	Corporate registry search	Required	ORG - D1a - Registry Search
<input type="checkbox"/>	D	1b	Organization Bylaws	Required	ORG - D1b - Bylaws
<input type="checkbox"/>	D	1c	Society Constitution	Required	ORG - D1c - Constitution
<input type="checkbox"/>	D	1d	WorkSafeBC Clearance Letter	Required	ORG - D1d - WorkSafe Letter
<input type="checkbox"/>	D	2a	Organizational Financial statements	Required	ORG - D2a - Org Financials
<input type="checkbox"/>	D	2b	Program/Facility Financial statements	Required if applicable	ORG - D2b - Program Financials
<input type="checkbox"/>	D	2c	Backer Statements, Commitment Letter	Required if applicable	ORG - D2c - Backer Info
<input type="checkbox"/>	D	3a	AGM Minutes	Required	ORG - D3a - AGM Minutes
<input type="checkbox"/>	D	4a	Certificate of Existing Insurance	Required	ORG - D4a - Undertaking Letter
<input type="checkbox"/>	D	4b	Insurance Undertaking Letter	Required if applicable	ORG - D4b - Insurance Certificate
<input type="checkbox"/>	E	1a	Mission, vision, mandate	Required	ORG - E1a - Mandate

<input type="checkbox"/>	E	2a	Policy Documents	Required	ORG - E2a - Policies
<input type="checkbox"/>	E	5a	Budget for first year (use the spreadsheet template provided as Appendix 1 to Schedule E.)	Required	ORG - E5A - Budget - FAC
<input type="checkbox"/>	E	6a	Strategic Plan	Optional	ORG - E6a - Strategic Plan
<input type="checkbox"/>	E	6b	Landlord reference letter	Optional	ORG - E6b - Landlord Reference
<input type="checkbox"/>	E	6c	Facilities reports	Optional	ORG - E6c - Facilities Report
<input type="checkbox"/>	F	1a	Planning/ Documentation of Current Programs	Required	ORG - F1a - Current Programs
<input type="checkbox"/>	F	1bi	Evidence of Neighbourhood Partnerships	Optional	ORG - F1bi - Neighbourhood Partners
<input type="checkbox"/>	F	1bii	Other Supporting Documents of Current Programs	Optional	ORG - F1bii - Supporting Docs
<input type="checkbox"/>	G	-	Schedule G (additional copies, only for Respondents expressing interest in multiple facilities)	Optional	Org - Schedule G - FAC
<input type="checkbox"/>	G	1a	Programming proposal (submit for each facility of interest)	Required	ORG - FAC - G1a - Programming Proposal - FAC

**SCHEDULE B
LETTER OF EXPRESSION OF INTEREST**

The signed, completed Letter of Expression of Interest should be submitted as an attachment.

Date: _____

TO: THE CITY OF VANCOUVER (the "City")

**RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. [1] (the "RFEOI")
IN RESPECT OF OPERATOR SELECTION FOR THREE UPCOMING CHILDCARE FACILITIES
LOCATED AT LORD NELSON ELEMENTARY SCHOOL, SIR SANDFORD FLEMING ELEMENTARY
SCHOOL AND LORD TENNYSON ELEMENTARY SCHOOL**

1. Being duly authorized to represent and act on behalf of [Insert full society name], the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to _____
full society name
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City or its representatives may contact the following person(s) for further information:

Name: _____

Title/Role: _____

Phone: _____

Email: _____

Name: _____

Role/Title: _____

Phone: _____

Email: _____

6. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal;

- (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals;
 - (c) the City of Vancouver may:
 - (i) amend the scope and description of the services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;
 - (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;
 - (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
 - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
 - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
 - (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under section 6(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
 8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
 9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
 - (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
 - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
 - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.

10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- Amendment/Addendum No. _____ Date: _____
- Amendment/Addendum No. _____ Date: _____
- Amendment/Addendum No. _____ Date: _____
12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
 - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
 - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

Cheque Payable/Remit to Address: _____

Telephone No.: _____ Fax No.: _____

Key Contact Person: _____ E-mail: _____

GST Registration No.: _____ Date and Jurisdiction of Incorporation: _____

City of Vancouver
Business License No.
(or, if available, Metro
West Inter-Municipal
Business License No.):

WorkSafeBC Registration
No.:

2. Facilities of Interest

*Respondents may express interest in one or more of the 3 upcoming childcare facilities whose operator selection is considered in this RFEOI process.
For more information about each facility, see Section 1.2 General Information - Background.*

- a) Number the facilities considered in this RFEOI in order of the Respondent's preference, with 1 representing the most preferred facility, leaving blank any facility(ies) for which the Respondent does not wish to be considered as a potential operator.
 - ___ Childcare at Lord Nelson Elementary School
 - ___ Childcare at Sir Sandford Fleming Elementary School
 - ___ Childcare at Lord Tennyson Elementary School

- b) What is the maximum number of new facilities, of the numbered list in question 1 above, which the Respondent would be interested in (and have self-identified capacity for) taking on as a new operator?

SCHEDULE D ELIGIBILITY CRITERIA

The eligibility criteria for this RFEOI are as follows:

- (a) Respondents must be a registered non-profit society in good standing with BC Registry Services with an active governing body composed of volunteers. Respondents must also be registered and in good standing with WorkSafeBC.
- (b) Respondents must have policies and procedures in place to ensure sound governance, and must have ability and capacity to maintain proper financial records, and to purchase insurance addressing the insurance and liability insurance requirements outlined in the Form of Agreement.
- (c) Society by-laws must include provisions that no board director can be remunerated for being a director, and that staff members cannot be voting members of the board or executive.

Respondents must submit the following in order for the City to assess whether they meet the above eligibility criteria.

1. Submission Requirements: Organization Structure and Status

- a) A current corporate registry search
- b) A copy of organization bylaws.
- c) A copy of Society constitution
- d) A clearance letter from WorkSafeBC confirming that the Respondent society is registered and in good standing.

2. Submission Requirements: Financial Capacity

Submission requirements vary depending on the childcare experience of the Respondent organization, as follows.

If available, please submit audited statements to meet requirements below. If audited statements are not available, submit financial statements endorsed by two signing officers of the Board of Directors.

Child care-focused organizations currently operating a single child care centre (e.g. a stand-alone childcare society) should submit the following:

- a) Financial statements for the organization from the previous 3 years.

Organizations currently operating one or more ECD centres or programs (e.g. a neighbourhood house whose current operations include child care, or a child care-focused organization currently operating multiple child care centres) should submit the following:

- a) Financial statements for the parent organization for the previous 3 years.
- b) Financial statements for ONE comparable child care or early childhood development facility or program run by the Respondent, for the previous 3 years.

An organization without any childcare experience should submit the following:

- a) Financial statements of the parent organization for the previous 3 years.

- c) Financial statements and a commitment letter from any key backing organizations

3. Submission Requirements: Administrative Capacity

Submit the following required document:

- a) Minutes from the society's previous 3 AGMs, and minutes from the past year's board meetings.

4. Submission Requirements: Insurability

Submission requirements vary depending on the childcare experience of the Respondent organization, as follows.

Child care-focused organizations currently operating a single child care centre (e.g. a stand-alone childcare society) should submit the following:

- a) An insurance undertaking letter prepared by a licensed insurer to address insurance and liability insurance requirements outlined in the Form of Agreement in Schedule I below.
- b) A certificate of existing insurance for the childcare centre currently in operation

Organizations currently operating one or more ECD centres or programs (e.g. a neighbourhood house whose current operations include child care, or a child care-focused organization currently operating multiple child care centres) should submit the following:

- a) An insurance undertaking letter prepared by a licensed insurer to address insurance and liability insurance requirements outlined in the Form of Agreement in Schedule I.
- b) A certificate of existing insurance for ONE comparable child care or early childhood development program run by the Respondent in British Columbia

An organization without any childcare experience should submit the following:

- a) An insurance undertaking letter prepared by a licensed insurer to address insurance and liability insurance requirements outlined in the Form of Agreement in Schedule I.

d) Complete the following table listing current board members

	Last Name	First Name	Board Position	Occupation (if 'retired', please indicate pre-retirement occupation)	Parent of Child Currently Enrolled? (Y/N)	Current Term (m/y - m/y)	Date First Joined Board (m/yr)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

**APPENDIX 1 TO SCHEDULE E
VANCOUVER CHILD CARE BUDGET TEMPALTE**

The budget for the first year of operations at the new facility, as required in Schedule E, Question 5a above, should be submitted as an attachment, using the City of Vancouver Childcare Budget Template spreadsheet file provided. Note that a separate budget submission is required for each childcare centre for which the Respondent wishes to be considered.

See separate spreadsheet document "Appendix 1 to Schedule E" for the City of Vancouver Childcare Budget Template spreadsheet file.

SCHEDULE G
EVALUATION CRITERIA - PROPOSED PROGRAMMING AND COMMUNITY PARTNERSHIPS

A successful childcare operator is able to propose a childcare model that thoughtfully supports their mission and vision, as well as the delivery of quality childcare. Strong connections between a childcare centre and the surrounding community support collaborative service delivery to meet local needs.

Character limits for each fillable response field are noted below. While brevity is appreciated, Respondents should include all information that the City should consider in evaluating the Expression of Interest. Review panel members may not be familiar with the work of the Respondent organization.

Prepare a separate submission for Schedule G for each facility for which the organization would like to be considered. Additional Schedule G files should be submitted as attachments.

FACILITY NAME: _____
(Nelson, Tennyson or Fleming)

1. Proposed Programming and Partnerships

While the programming offered at City-owned childcare centres varies depending on the operator and communities served, basic requirements apply to all programs. The premises of a City-owned childcare facility must be used for the delivery of licensed child care programs on a full time basis. The premises may also be used for support activities including but not limited to office, early care and learning programs for children up to age 12, parenting and family development programs, and similar activities compatible with early care and learning services, on the condition that such does not interfere with the child care services requirements.

a) Submit the following required material in one or more attachments.

- A broad programming proposal overview designed to meet the needs of the subject community through the services of the childcare centre. The proposal should include:
 - Hours of operation for childcare programs
 - A sample daily schedule
 - A sample program of activities for each childcare program proposed for the facility. Programs of activities should address Schedule G of the VCH Childcare Licensing Regulations and elements of the BC Early Learning Framework.
https://www.bclaws.ca/Recon/document/ID/freeside/332_2007#ScheduleG
<https://www2.gov.bc.ca/gov/content/education-training/early-learning/teach/early-learning-framework>
 - Plans for inclusion of children with special support needs and internal subsidies (e.g. to include low income families or families with special needs) if applicable
 - Other child development, family, or community services that may be offered in the facility, building on the child development hub model.
 - Potential partnerships and connections within the local community

2. **Current Community Connections and Collaboration**

[Schedule G]

This section seeks to capture highlights of partnerships and connections within the local community to support programming proposed for the particular childcare facility. Comprehensive details are not required.

- a) List programs currently or recently offered by the applicant in the neighbourhood (as defined by the applicant). Focus on programs relevant to early childhood development or to the proposed program model (e.g. child and family programming, programs serving targeted communities).

Program Name	Program Location (Address)	Population Served	Brief Description

**SCHEDULE H
CONFLICTS**

Complete this Schedule H - Conflicts, in the form set out below by setting out any exceptions to the declarations in Sections 6.1 and 6.2 of SECTION 1 - GENERAL INFORMATION or indicate that there are no exceptions, as applicable.

Exceptions to Declaration as to General Conflicts (Section 6.1)	
Exceptions to Declaration as to Conflicts Involving Former City Employees (Section 6.2)	

**SCHEDULE I
FORM OF AGREEMENT**

The form of agreement for the eventual operator of each of the childcare facilities will include a lease, with attached service level agreement and public service requirements. A summary of the standard terms for each of these components is below, for the information of Respondents and to inform the insurance undertaking letter required as part of Schedule D: Eligibility Criteria.

1. Basic Lease Terms between the City of Vancouver and a Childcare Operator Tenant

Lease Term and Renewal Options

Five (5) years, with two (2) further options to renew each for a term of five (5) years.

Rent

Nominal Rent of Ten Dollars (\$10.00) for the term or any renewal term, payable in advance, plus applicable taxes.

Utility Charges

The Tenant will be responsible for any and all costs and obligations associated with metered utilities directly serving the Premises, including any municipal utility charges serving or associated with the Premises.

Operating Costs, Repairs and Maintenance

Generally, the Tenant will not be responsible for the cost of maintenance of the base building systems within or dedicated solely to the Premises. The Tenant will be responsible for routine maintenance, regular repairs and operational costs of the childcare facility and ancillary rooms and areas within the Premises, including janitorial, utilities, pest control, and security services, and for the allocated portion of the common area costs associated with general maintenance of common areas throughout the development.

Capital/Life Cycle Replacement Costs

The Landlord will be responsible for capital/life cycle replacement of and major repairs to the base building systems and structural components of the Premises (ie, foundations, flooring sub-structure, building envelope and roof). Capital costs associated with the play yard and its equipment, as well as security systems serving the Premises will be the Tenant's responsibility.

Insurance

The Tenant will be responsible at all times for maintaining commercial general liability insurance and all risk (broad form) tenants' legal liability insurance, as well as insuring for equipment, trade fixtures, furniture and all other contents, in the amounts and types of insurance to the satisfaction of the Landlord. The Landlord will be named as additional insured on each and every policy.

Indemnity

The indemnity granted by the Tenant to the Landlord and its personnel under the Lease will be limited to amounts recovered under the Tenant's insurance. This limited indemnity is a departure from the City's standard indemnity and is exclusive to the Vancouver Society of Children's Centres based on specific input from its insurance brokers and consultation with the City's Risk Management Committee.

Use

The Premises are to be used for the delivery of licensed child care programs on a full time basis. The Premises may also be used for support activities including but not limited to office, early care and learning programs for children from newborn to twelve (12) years of age, parenting and family development programs, and similar activities compatible with early care and learning services, on the condition that such does not interfere with the child care services requirements.

Service Objectives

The Tenant will use the Premises for the provision of licensed child care services and in a manner that benefits the citizens of Vancouver. The Tenant will be required to articulate and follow a set of service objectives including minimum hours of operation; type and range of services; and its commitment to quality and accessibility in its programs and procedures.

Third Party Use

On condition that it does not interfere with the childcare service required under the provisions as described under the Use section herein, the Tenant may permit third parties to use the Premises, but only for the purpose of providing early childhood development and learning programs for children from the ages of twelve (12) down to newborns, as well as family development programs.

Assignment and Subleasing

The Tenant shall not assign its leasehold interest in the Premises or any portion thereof, and, other than as permitted third party uses (as described above), the Tenant will not be permitted to sublease the Premises or any portion thereof, save and except with the prior written consent of the Landlord, which consent may be arbitrarily withheld.

Naming Rights

The Lease will require the Tenant to follow the City's *Naming Rights Policy*, including potential restrictions on the right to name the Premises (or any portion of the Premises).

Parking

Seven (7) underground parking spaces on the P1 level: 2 staff parking spaces plus 5 childcare drop-off/pick-up spaces.

Early Termination by Tenant

The Tenant may terminate the lease upon giving the Landlord not less than (90) days' written notice of such termination.

Early Termination by Landlord

The Landlord may terminate the lease upon giving the Tenant not less than ninety (90) days' written notice of such termination if the Landlord's elected council is not satisfied with the group childcare service provided by the Tenant, among other reasons.

2. Service Level Agreement

SERVICE LEVEL AGREEMENT VSB School Childcare Centre

For purposes of this document, the parties are identified as follows:

Developer, Strata, Remainder (Landlord)	VSB
City of Vancouver	CoV
NPO Operator	NPO

Proportionate Share is represented as: P.S.

NOTE: To be filled in at a later date.

Item	Description	Party to Perform Work	Party Responsible to Pay for Work
1.	Heating, Ventilation and Air Conditioning exclusive to or within the Premises (excluding items covered by no. 2 below)		
a	- annual inspection by B.C. Safety Authority	Landlord	CoV
b	- routine maintenance and repair	Landlord	CoV
c	- provision & replacement of filter material	Landlord	CoV
d	- cleaning of ducts	CoV	CoV
e	- life cycle replacement (capital maintenance)	CoV	CoV
2.	Common Heating, Ventilation and Air Conditioning (systems serving more than the Premises)		
a	- annual inspection, maintenance and repair	Landlord	CoV P.S.
b	- life cycle replacement	Landlord	CoV P.S.
3.	Plumbing Systems exclusive to or within the Premises (excluding items covered by no. 4 below)		
a	-preventive maintenance and repairs to hot water heating and cold water systems	CoV	CoV
b	- major repairs of hot water heating and cold water systems	CoV	CoV

c	- repairs to all fixtures including faucets, and all other routine repairs	NPO	NPO
d	- unplugging toilets	Landlord	NPO
e	- life cycle replacement of hot water systems, fixtures and piping	CoV	CoV
f	- repair, maintenance and life cycle replacement of exterior drainage and rain water leader	Landlord	CoV
4.	Common Plumbing Systems (systems serving more than the Premises)		
a	- annual inspection, maintenance and repair	Landlord	CoV
b	- life cycle replacement	Landlord	CoV
5.	Mechanical Systems exclusive to or within the Premises (excluding items covered by no. 6 below)		
a	- preventive maintenance and repairs	Landlord	CoV
b	- life cycle replacement	CoV	CoV
c	- installation, maintenance and replacement of additional equipment provided and installed by the occupant	NPO	NPO
6.	Common Mechanical Systems (systems serving more than the Premises), including elevator		
a	- annual inspection, maintenance and repair	Landlord	CoV
b	- life cycle replacement	Landlord	CoV
7.	Fire Protection & Suppression exclusive to or within the Premises (excluding items covered by no. 8 below)		
a	- monthly inspection of fire extinguishers within the Premises	CoV	CoV
b	- annual inspection of fire extinguishers, within Premises	CoV	CoV
c	- repairs/recharging of fire extinguishers within Premises	CoV	CoV

d	- monthly and annual inspection and life cycle replacement of smoke detectors within Premises	Landlord	CoV
e	- life cycle replacement of fire extinguishers within the Premises	CoV	CoV
8. Common Fire Protection & Suppression (systems serving more than the Premises)			
a	- annual inspection, maintenance and repairs of the fire alarm system	Landlord	CoV P.S.
b	- life cycle replacement of fire alarm system	Landlord	CoV P.S.
c	- annual inspection, maintenance and repair of fire sprinkler system	Landlord	CoV P.S.
d	- life cycle replacement of fire sprinkler system	Landlord	CoV P.S.
9. Security Systems exclusive to or within the Premises (excluding items covered by no. 10 below)			
a	- system monitoring, inspection, maintenance and repair	NPO	NPO
b	- life cycle replacement	NPO	NPO
c	- repair, replacement, re-keying of all locks	NPO	NPO
d	- provision, and replacement of fobs, keys and other similar access devices for secure areas within the Premises	NPO	NPO
10. Common Security Systems (systems serving more than the Premises)			
a	- system monitoring, inspection, maintenance and repair	Landlord	NPO P.S.
b	- life cycle replacement	Landlord	CoV P.S.
c	- provision, and replacement of fobs, keys and other similar access devices for secure common property	Landlord	NPO P.S.
11. Electrical Distribution Systems exclusive to or within the Premises (excluding items covered by no. 12 below)			

a	- repairs and upgrades required by Code	CoV	CoV
b	- inspection, maintenance and repair of wiring, breakers and electrical panels	CoV	CoV
c	- life cycle replacement of wiring, breakers and panels	CoV	CoV
d	- repair or replacement of cover plates for switches and receptacles	NPO	NPO
12.	Common Electrical Distribution Systems (systems serving more than the Premises)		
a	- inspection, maintenance and repair of electrical distribution systems to the Premises	Landlord	CoV P.S.
b	- life cycle replacement of electrical distribution systems to the Premises	Landlord	CoV P.S.
13.	Lighting Systems exclusive to or within the Premises (excluding items covered by no. 14 below)		
a	- bulb/tube replacement for interior and exterior lighting	N/A	N/A
b	- annual inspection and maintenance of interior emergency/exit lighting	Landlord	CoV
c	- interior and exterior lighting ballast replacement	N/A	N/A
d	- life cycle replacement of fixtures	CoV	CoV
e	- cleaning of interior and exterior light fixtures	NPO	NPO
f	- provision, maintenance, repair and replacement of portable lighting fixtures such as desk lamps	NPO	NPO
14.	Common Lighting Systems (systems serving more than the Premises)		
a	- inspection, maintenance, repair, and cleaning	Landlord	CoV P.S.
b	- life cycle replacement	Landlord	CoV P.S.
15.	Interior and Exterior Windows of the Premises		

a	- breakage, routine repair and replacement of interior windows	NPO	NPO
b	- breakage, routine repairs and replacement of exterior windows caused by occupant/ operations	NPO	NPO
c	- cleaning of interior windows and interior surfaces of exterior windows	NPO	NPO
d	- cleaning of exterior windows within dedicated outdoor play area	Landlord	NPO P.S.
e	- life cycle replacement of windows	CoV	CoV
16. Common Area Windows			
a	- breakage and routine repair	Landlord	NPO P.S.
b	- cleaning (of exterior surfaces)	Landlord	NPO P.S.
c	- cleaning (of interior surfaces)	Landlord	NPO P.S.
d	- life cycle replacement	Landlord	CoV P.S.
17. Interior and Exterior Doors of the Premises			
a	- maintenance and repair of interior doors	NPO	NPO
b	- life cycle replacement of interior doors	CoV	CoV
c	- maintenance and repair of exterior doors	Landlord	CoV
d	- life cycle replacement of exterior doors	CoV	CoV
18. Common Area Doors			
a	- maintenance and repair	Landlord	NPO P.S.

b	- life cycle replacement	Landlord	CoV P.S.
19. Interior Surfaces within the Premises			
a	- interior life cycle repainting	CoV	CoV
b	- maintenance and cleaning of window applications including, but not limited to blinds and curtains	NPO	NPO
c	- repairs to interior walls and ceilings, including minor painting	NPO	NPO
d	- life cycle replacement of ceiling tiles	CoV	CoV
e	- interior repairs due to building system failures such as roof leaks, exterior walls	CoV	CoV
f	- maintenance and repairs of floor coverings, including carpet and tile	NPO	NPO
g	- life cycle replacement of flooring	CoV	CoV
h	- maintenance and repair of millwork	NPO	NPO
i	- lifecycle replacement of millwork	CoV	CoV
20. Common Area Interior Surfaces			
a	- all maintenance and repairs	Landlord	NPO P.S.
b	- all capital maintenance or replacements	Landlord	CoV P.S.
21. Major Structural Systems included within the Premises			
a	- repairs or replacements of foundations, flooring sub-structure, building envelope including bearing walls and roofing and dedicated intensive green roof membrane, envelope and structure	Landlord	CoV P.S.
b	- repairs and painting of exterior surfaces including windows, trim, facia and soffits	Landlord	NPO P.S.
c	- annual inspection, servicing, maintenance, repair and	CoV	CoV

	replacement of the dedicated intensive green roof, excluding the roof membrane, envelope and structure		
d	- monitoring, maintenance and repair of the roof leak detection system	Landlord	CoV
22.	Major Structural Systems external to the Premises related to the Premises		
a	- all repairs and replacements	Landlord	CoV P.S.
23.	Exterior Site Services		
a	- landscaping repairs and maintenance (other than the green roof) applies to areas outside the Premises	Landlord	Landlord
b	- grass cutting on green roof	NPO	NPO
c	- general cleaning of grounds, litter disposal	Landlord	Landlord
d	- snow and ice removal from steps, walkways, entrances including the provision of de-icing materials	Landlord	Landlord
e	- removal of snow from parking areas on school days (on other days Landlord to do at Tenant's request, at Tenant's sole expense)	Landlord	NPO P.S.
f	- snow and ice removal from roof area walkways	Landlord	NPO
g	- repairs of water and sewage systems (beyond the building perimeter)	Landlord	CoV P.S.
h	- maintenance, repair and replacement of Tenant-specific gates and fences	NPO	NPO
i	- maintenance and repair of parking areas	Landlord	NPO
j	- graffiti removal from exterior of the Premises	NPO	NPO
24.	Signage exterior to the Premises		
a	- maintenance, repair, and replacement (subject to prior approval of the Landlord)	NPO	NPO
25.	Interior Signage within the Premises		

a	- maintenance, repair and replacement of interior signage	NPO	NPO
26. Play Area Structures and Equipment within the Premises			
a	- inspection, maintenance, and repair of playground equipment and structures	NPO	NPO
b	- lifecycle replacement of play equipment and structures	NPO	NPO
c	- maintenance, repair and replacement of general outdoor surfaces, gates and fences installed by the Tenant	NPO	NPO
d	- maintenance, repair, replacement of sand and fibar/engineered wood chips materials	NPO	NPO
27. Custodial Services within the Premises			
a	- routine custodial services	Landlord	NPO
b	- pest control services (interior)	NPO	NPO
c	- pest control services (exterior/playground)	Landlord	NPO
d	- provision of all washroom supplies	NPO	NPO
e	- garbage and recycling	Landlord	NPO
28. Common Area Custodial Services			
a	- routine custodial services	Landlord	NPO P.S.
b	- pest control services (exterior)	Landlord	NPO P.S.
c	- garbage removal services	Landlord	NPO P.S.
29. Appliances, Program and Other Non-Installed Equipment within the Premises			
a	- inspection, maintenance and repair of all non-building equipment including without limitation all stoves, refrigerators, microwaves, coolers, free standing cabinets, track lighting	NPO	NPO

b	- replacement of all appliances, program and non-installed equipment	NPO	NPO
c	- maintenance, repair and replacement of furniture	NPO	NPO
30.	Renovations and Upgrades within the Premises		
a	- any upgrades, additions, enhancements or improvements beyond what was originally provided during construction (subject to prior approval by Landlord)	NPO	NPO
31.	Utilities		
a	- electricity used by the Premises	NPO	NPO
b	- gas used by the Premises	NPO	NPO
c	- water and sewer used by the Premises	NPO	NPO
d	- common area utilities	Landlord	NPO P.S.
e	- reading of utilities meters within common area re utilities usage by Premises, if required	Landlord	Landlord
32.	Business Operations of the Tenant		
a	- telephone, internet & cable services	NPO	NPO
b	- insurance (CGL, business interruption, contents, tenant's legal liability, etc.)	NPO	NPO
c	- provision, maintenance and replacement of computer systems within the Premises	NPO	NPO
d	- supplies and equipment	NPO	NPO
e	- building insurance for the Premises	Landlord	CoV

3. Public Service Requirements Overview

The intent of the City is to develop with non-profit tenants in nominal-rent City buildings an outline of Public Service Requirements that will form part of the lease. A template for the Requirements outline is under review and will be completed before the conclusion of this RFE01 process.

Below is an overview of the areas that are likely to be covered in the Requirements outline. Please note however that this overview is for information purposes only; the areas remain subject to change.

The Public Service Requirements are designed to record the anticipated specific contribution of each non-profit tenant, which will be agreed to between the two parties at the time of signing the lease. Over the course of the lease, these Requirements will be reviewed regularly to ensure that Council priorities are being fulfilled.

The intent is that the Requirements will reflect both detailed uses of the building and the broader vision and context of the tenant. The Requirements will be broken into two sections: Requirements and Reporting.

REQUIREMENTS

Premises Use

This section will outline the tenant's vision for the use of the building within permitted uses. Besides reflecting the organization's priorities, uses described here should align with the City's mission and core values.

Tenant's Fulfilment of Mission, Vision and Mandate

In this section, the Tenant will outline their mission, vision and mandate and how their use of the building will further each of these.

City's Requirements

The City has standard expectations of all its tenants, which will be outlined in this section. These expectations include appropriate and whenever possible broad accessibility, sound financial management and leadership and, in the case of childcares, basic quality of care requirements.

Reporting

Most tenants will be required to report annually on how they are meeting their requirements. Requested information could include financial statements and budgets, maintenance plans, a summary of activities for the year, and other relevant information about the non-profit tenant.

From time to time, the City may also request a copy of the tenant's strategic plan and a summary of governance policies. Besides annual reviews, a more thorough analysis of how the tenant is fulfilling the Requirements will be done prior to any lease renewals.