



Parks, Recreation & Culture

**Request for Proposals
2023-PRC-07**

**LEASE OPPORTUNITY
FRANK JAMESON COMMUNITY CENTRE_REPOST**

**This Addendum contains:
Proponent Questions and Responses**

For further information please contact:

Chris Barfoot
Director of Parks, Recreation & Culture
250.245.6421
cbarfoot@ladysmith.ca

Addendum Issue Date: June 1, 2023
RFP Issue Date: **May 30, 2023**
RFP Closing Date: **June 7, 2023, 2:00pm**
RFP Opening: **June 7, 2023, 2:15 pm**
Location of Bid Opening: **Ladysmith City Hall**



Addendum #1: Request for Proposal No. 2023-PRC-07

LEASE OPPORTUNITY

This Addendum includes revisions to the RFP document and a compilation of questions and answers received from possible Proponents up to 10:00am on 1 June 2023.

Issued: 1 June 2023

This Addendum shall be read in conjunction with and considered as an integral part of the Request for Proposal (RFP). Revisions supersede the information contained in the original RFP or previously issued Addendum. No consideration will be allowed for any extras due to any Proponents not being familiar with the contents of this Addendum. All other terms and conditions remain the same.

Questions and Answers

1. I have not registered with Work safe BC. As a sole proprietor would I need to fulfill this requirement?

This is a requirement of the lease. The Town requires this to proceed and sign the lease agreement. At this time you do not need to apply for a Worksafe Clearance letter in order to submit a response evaluation.

2. For my references, is there any amount of time the persons have needed to know me?

Out of town references are ok. There isn't a requirement for duration of relationship. This would be considered as part of the reference check process.

3. I am applying and paying for a Business License. To obtain a License you need to provide a business address. As this is just a proposal, and I am not guaranteed this space, will I get my money back for the License? Also, can I actually use the address to obtain a license that I can't confirm occupancy of said space?

This is a requirement of the lease as well. At this time you do not need to apply for a business license in order to submit for evaluation. However, should you be awarded the contract, the Town would not sign the lease agreement until a business licence is obtained.

If you currently have a business licence in town, then we can change the business address for you, using this form:

https://www.ladysmith.ca/docs/default-source/forms-permits-applications-2021/bl-name-address-change.pdf?sfvrsn=c72b3515_25

4. On the Application it does not clarify if there will be a Credit check, if there is a first and last month requirement/deposit, or how rent can be paid? Cheque, e-transfer ect

This would be negotiated as part of the lease agreement. Most likely there would be a damage deposit required, as this is standard. Please keep in mind that whomever rents the space will also be responsible for the property taxes for the space. Accepted payment would be by cheque. The Town does not accept e-transfer.

END OF ADDENDUM