



## REQUEST FOR EXPRESSION OF INTEREST

### LEASING OPPORTUNITY - 240 HUCKINS STREET (SECOND FLOOR)

#### 1. Introduction

The Town of Goderich invites interested parties to submit an Expression of Interest (EOI) from qualified respondents for the leasing of office space at 240 Huckins Street (second floor).

#### Timetable

|                     |   |
|---------------------|---|
| Issue Date of EOI   | April 15, 2026  |
| Site Visit          | May 6, 2026, at 10 AM   |
| Submission Deadline | May 13, 2026, at 4 PM   |
| Lease Date          | July 1, 2026, Upon approval of Council and the completion of a signed lease agreement |

A mandatory site visit is required for all interested proponents prior to submitting an EOI scheduled for:

**Date:** May 6, 2026

**Time:** 10:00 a.m.

Notice of attendance is required. Interested parties must confirm their attendance in advance by contacting [stomas@goderich.ca](mailto:stomas@goderich.ca)

#### 2. Property Details

- Second floor office space (two offices and a large open office space)
- Stair access only
- Kitchen/Lunchroom
- Washroom
- Approximately 1100 square feet
- Tenant responsible for telephone and internet

#### 3. Information Requested

The EOI response submission should include the following information:

- Completed Submission Form (Appendix A)



- Intended occupancy timeframe for lease of the property

### **7. Commercial General Liability Insurance**

The Tenant shall, at their expense, obtain and keep in force during the term of the Lease, Commercial General Liability Insurance satisfactory to the Landlord and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- (a) A limit of liability of not less than \$5,000,000/occurrence, with an aggregate of not less than \$5,000,000
- (b) Add the Landlord as an Additional Insured with respect to the operations of the Named Insured (the tenant)
- (c) The policy shall contain a provision for cross-liability and severability of interest in respect of the Named Insured
- (d) Non-owned automobile coverage with a limit not less than \$5,000,000, and shall include contractual non-owned coverage
- (e) Products and Completed Operations coverage
- (f) Contractual Liability
- (g) Hostile Fire
- (h) The policy shall provide 30 days prior notice of cancellation

### **8. Tenant's Legal Liability Insurance**

Tenant's Legal Liability Insurance for the actual cash value of the building and structures on/within the demised premises, including loss of use thereof.

### **9. Indemnification and Hold-Harmless Clause**

The Tenant shall defend, indemnify and save harmless the Town of Goderich, its elected officials, officers, employees and agents, their heirs, successors and assigns from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Tenant, its directors, officers, employees, agents their heirs, successors and assigns, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this



Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Tenant in accordance with this Contract and shall survive this Contract.

The Tenant agrees to defend, indemnify and save harmless the Town of Goderich from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Tenant's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Tenant in accordance with this Contract, and shall survive this Contract.

#### **4. Selection Process**

The EOI will be considered based on:

- Suitability of the proposed use of the space
- Indication of intent for ongoing lease
- References

#### **5. Submission Instructions**

Respondents are asked to submit the requested information and signed Submission Form by May 13, 2026, at 4 PM local time to the following address and to the attention of the following:

Andrea Fisher  
Director of Legislative Services/Clerk  
[afisher@goderich.ca](mailto:afisher@goderich.ca)

Respondents should direct any questions to:  
Sean Thomas  
Director of Community Services, Infrastructure and Operations  
[stthomas@goderich.ca](mailto:stthomas@goderich.ca)

Submissions received after the Submission Deadline will be declared late and shall not be considered during the selection process.

#### **6. Lease Term Available**

For the term of three (3) years commencing on the first (1) day of July 2026 ending on the 30 day of June 2029. However, lease terms may be negotiable depending on the Expression of Interest submission.



The selected respondent(s) will be required to enter into a three (3) year lease agreement with the Town of Goderich.

**10. Lease Fees**

\$16.57/square feet/annum plus applicable taxes (the "Rent") to be adjusted annually on January 1 by the CPI.



**APPENDIX A – RESPONDENT SUBMISSION FORM**

**1. Respondent Information**

Please complete the following form. Provide one (1) respondent’s name for contact purposes for the EOI process.

|   |  |
|---|--|
| Full Legal Name of Respondent:                                      |  |
| Any Other Relevant Name under which Respondent Carries on Business: |  |
| Street Address:   |  |
| City, Province:   |  |
| Postal Code:  |  |
| Phone Number:   |  |
| Company Website (if any):   |  |
| Respondent Contact Name and Title:                                  |  |
| Respondent Contact Phone:   |  |
| Respondent Contact Email:   |  |
| Liability Insurance Coverage in the minimum amount of \$5,000,000   |  |

\_\_\_\_\_  
Signature of Respondent Representative

\_\_\_\_\_  
Name of Respondent Representative

\_\_\_\_\_  
Title of Respondent Representative

\_\_\_\_\_  
Date