



INTRODUCTION

Lessor Information

The Students' Union of UBC Okanagan (SUO of UBC) is a not-for-profit organization that advocates for UBCO students and supports initiatives to improve their post-secondary experience. We are run by dedicated SUO staff, an elected student board, and an executive team. Our goal is for students at UBCO to have an affordable education with a strong and vibrant campus life.

Purpose

The purpose of this Call for Proposals is to invite entities to submit proposals for the lease of retail space within the University Centre (UNC) building on the UBC Okanagan campus, located at 3272 University Way, Kelowna BC, V1V 1V7.

SPATIAL DESCRIPTION

The space is approximately 325 square feet, with a retail space up front and a kitchen area in the back.

Equipment

Fitted industrial equipment available to the lessee includes a refrigerated display case, mini fridge, ice maker, and double door fridge. A small sink in the retail space with a standard sink and stainless-steel work counter in the back. 55" LCD TV and a campus-run point-of-sale system (Volante) which would connect to a Moneris debit/credit machine. Refer to Appendix A for pictures of the space as it currently sits.

Infrastructure

The infrastructure within the space is described in Table 1 below.

Table 1

Power	The electrical panel is located within the space and supports 120/208 V
Ventilation	Exhaust fan located above the till
Internet	Campus Wi-Fi is available
Water	Sediment filtered with UV sterilization for ice and drinking water.
Sewer	Grease trap (cleaned twice per year)
Heating and Cooling	Centrally located heating and cooling
Lighting	Compact fluorescent ceiling lights and track LED lights.
Fire Suppression	Overhead sprinklers and standard fire extinguisher <i>Note: not equipped for kitchen hoods</i>



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Location within the property

The space is located in unit UNC100A on the first floor of the UNC building, in the centre of the building facing into the food court seating area.

Proposed Use

Hot food may not be prepared within the leased space.

Janitorial Services

Janitorial services are self-controlled, including refilling of paper towel and soap dispensers. With the submission of a Work Request from Students' Union staff members, UBC Facilities Management will change light bulbs and adjust heating and cooling cycles.

DETAILS OF THE LEASE

Rental Rate

The lease rate is a percentage of gross sales during the operational months and a flat rate during the summer months if the business is closed. The amounts are to be agreed upon based on standard practices. Payments are due in the first week of the month.

Lease Term

The lease term will be for three (3) years with the option to renew. In the event the SUO of UBC is not prepared to renew the lease agreement, they will provide three (3) months written notice prior to the expiry of the agreement of their decision not to renew.

OTHER

Signage

A business sign is only permitted above the store frontage and may not be posted on the outside of the building or anywhere else within the University Centre building.

Security and Access

The retail space is locked with a folding security gate with key access and through a wood door with Salto access. The building is closed between 10:00 pm and 6:00 am and cannot be accessed during these hours. On-Campus security is on-call at all times.

Building Amenities

There is a loading dock accessed from the second floor of the University Centre building.



PROPOSAL SUBMISSION

Contact

General Manager: Jason Evans
E-Mail: business.proposal@suu.ca
Address: 3272 University Way, UNC133
Kelowna, BC
V1V 1V7

The General Manager is the sole point of contact for the purpose of the Call for Proposals.

Format and Content

Proposals must be submitted via email as a PDF document.

Proposals shall include the following components:

- Description of the organization
- Biography of the owners
- Operator's experience
- Business plan

Timeline

Release of CFP	Friday, October 28 th , 2022
Open period for questions	Monday November 21 st , 2022
Response to questions provided	Wednesday, November 30 th , 2022
RFP Submission due	Thursday, December 8th, 2022 by 11:59 pm
Initial Selection	TBD
Interviews	TBD
Begin contract negotiations	TBD

ASSESSMENT

All proposals will be reviewed and assessed according to the following criteria:

- How good of a fit the business is with the Mission of the SUO of UBC.
- Soundness of the business plan to operate within the current layout and design of the site.

Selection may include consultation with the Student Union Membership.



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APPENDIX A





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