

**Request for Expression of Interest (REOI)  
Proposals for leasing space at 91-95 Front Street, the South Market Building, St Lawrence Market**

**TABLE OF CONTENTS**

EXECUTIVE SUMMARY ..... 2

BACKGROUND ..... 2

    Purpose ..... 3

    The MISSION AND VISION FOR THE ST LAWRENCE MARKET DISTRICT ..... 3

    City's Strategic Priorities ..... 4

DESIRED TENANT PROFILE ..... 5

PROPERTY DETAILS ..... 7

    Lease Term ..... 7

    Lease Premises Details ..... 7

BASE RENT and ADDITIONAL RENT FEE STRUCTURE ..... 8

    Base Rent ..... 8

    Percentage Rent ..... 8

    Additional Rent ..... 8

Lessee CRITERIA ..... 9

    Lease Holder Responsibilities ..... 10

APPLICATION PROCESS ..... 11

    REOI Process ..... 11

    Main Contact Information ..... 11

    Submission Instructions ..... 11

    Submission Deadline ..... 11

    Timeline ..... 12

SUBMISSION REQUIREMENTS ..... 13

EVALUATION AND SELECTION CRITERIA ..... 15

    Review Panel ..... 15

    Evaluation Results ..... 15

    Negotiations and Agreement ..... 15

    Selection Criteria ..... 16

    Evaluation Criteria ..... 17

APPENDICES ..... 18

    APPENDIX A – Floor Plan ..... 18

    APPENDIX B - CONFLICT OF INTEREST ..... 20

    APPENDIX C – Anti-Racism Policies Check List and form ..... 21

    APPENDIX D – Signature Page ..... 23

    APPENDIX E – Financial Statements ..... 24

## **EXECUTIVE SUMMARY**

The City of Toronto's Corporate Real Estate Management Division (CREM) is seeking expressions of interest for a qualified corporation to lease space in 91-95 Front Street, The South Market Building in the St Lawrence Market.

The City of Toronto will lease approximately 783.65 square feet of retail space to the successful applicant for 3 years, with the possibility of a 3-year extension.

## **BACKGROUND**

Since its establishment in 1803, the St. Lawrence Market has been a public asset that brings people together around shared values and experiences of food, community, culture, and heritage. Located in and around the original Market Reserve of the Town of York, the Market has served as an anchor for the St. Lawrence Market neighbourhood, as well as an important social, civic and economic hub for Toronto, for over 200 years. The buildings of the St. Lawrence Market District are key downtown landmarks and are among the most valuable historical sites in Toronto. The District is a place that convenes diverse groups of people, merchants, shoppers, rural and urban, locals and visitors, young and old to exchange goods and ideas and to celebrate community.

The Market is a major tourist destination and is currently listed on Trip Advisor as the third most popular attraction in Toronto. The St. Lawrence Market District is a key economic generator for the city and the broader region, creating economic opportunities, jobs, and networks for local independent businesses. The St. Lawrence Market is one of the last strongholds of independent food merchants who provide personalized service and quality merchandise that reflects the diversity of Toronto, Ontario and Canada. These entrepreneurial, independent, and diverse tenants play a strong role in the success of the District.

The St. Lawrence Market District is a public asset managed by the City of Toronto and under the direct jurisdiction of the Corporate Real Estate Management Division, Property Management unit.

The Market District comprises four (4) main buildings, being the St. Lawrence Hall, the North St. Lawrence Market (under redevelopment), the South St. Lawrence Market and a new Temporary Market Building, Market Lane Park, Market Street and abutting pedestrian right-of-way.

The St. Lawrence Market District is the area bound by King Street to the North, Market Street to the West, Wilton Street to the South and Jarvis Street to the East. The District contains the four Market District buildings, Market Lane Park, Market St, the office spaces located at 95, 105 & 115 The Esplanade, as well as abutting public realm.

Corporate Real Estate Management operates four main programs in the Market District:

- Commercial Tenancies – 62 in the South St. Lawrence Market, 3 in the St. Lawrence Hall plus event space rentals, 2 in the North St. Lawrence Market plus events rentals when it opens to the public in 2025.
- Farmers Market – 40 vendors every Saturday.
- Arts and the Market – Arts and Craft program during summer months.
- Occasional Uses – Rental of banquet facilities in the St. Lawrence Hall and North St. Lawrence Market, film shoots and special events averaging about 90 events per year.

## **PURPOSE**

The purpose of this Request for Expression of Interest (REOI) is to select a qualified business to operate a retail business in a property located at 91-95 Front Street, The St Lawrence Market South Building (the "Property") in the St Lawrence Market neighbourhood of Toronto.

The available lease premises located on the main floor of the building and comprises of approximately 783.65 square feet of space for an eligible corporation (the "Lessee")

The successful applicant ("Successful Applicant") will be required to enter into a lease agreement on terms satisfactory to the Corporate Real Estate Management ("CREM") Division and in a form satisfactory to the City Solicitor.

## **THE MISSION AND VISION FOR THE ST LAWRENCE MARKET DISTRICT**

In 2022, the City of Toronto developed a new Strategic Plan for the St Lawrence Market. The new plan includes a new vision, a single strategic goal supported by six guiding principles and a series of actions to achieve the goal.

**The Market Vision:** To be recognized as a community of cultural, social, and commercial places and spaces that inspires, connects and enriches residents and visitors and provides opportunities for merchants, vendors and creators to thrive.

**The Market Mission:** A welcoming and vibrant destination that offers unique, culturally diverse, and authentic Toronto experiences rooted in history and food heritage.

**The Market Goal:** To create a Market district in Toronto.

## CITY'S STRATEGIC PRIORITIES

The City of Toronto recognizes both the importance of investing in neighbourhoods and that barriers to access and participation exist for many members of Toronto's diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Indigenous peoples, 2SLGBTQ+ communities, and seniors. The City of Toronto expects its tenants to partner in acting as positive forces in helping to eliminate these barriers, foster greater access and promote Toronto's diversity.

Several City of Toronto strategic documents provide the direction and prioritize the importance of space, access to space for the programs, and equity and accessibility including:

City of Toronto Corporate Strategic Plan: <https://www.toronto.ca/wp-content/uploads/2019/10/9886-DS-19-0438-Corporate-Strategic-Plan-V4-MG1.pdf>

Building Back Stronger: Report of the City of Toronto's Economic and Culture Recovery Advisory Group: <https://www.toronto.ca/legdocs/mmis/2020/ec/bgrd/backgroundfile-159197.pdf>

Economic Development and Culture Divisional Strategy: <https://www.toronto.ca/wp-content/uploads/2020/01/8e45-2019-EDC-Divisional-Strategy.pdf>

Strategic Priorities for Investment in Culture (2020 – 2024):  
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2019.EC8.6>

Reconciliation Action Plan (2022-2032):  
<https://www.toronto.ca/legdocs/mmis/2022/ex/bgrd/backgroundfile-222934.pdf>

Confronting Anti-Black Racism: <https://www.toronto.ca/community-people/get-involved/community/confronting-anti-black-racism/>

Equity, Diversity and Inclusion: <https://www.toronto.ca/city-government/accessibility-human-rights/equity-diversity-inclusion/>

Accessibility and Human Rights: <https://www.toronto.ca/city-government/accessibility-human-rights/>

Applicants should demonstrate how they can contribute to advancing the City of Toronto's strategic priorities and help eliminate barriers to access.

## DESIRED TENANT PROFILE

The City will consider proposals that offer a variety of food and/or beverage or other uses.

The ideal tenant profile for the St. Lawrence Market (SLM) must meet the following characteristics to ensure an optimal fit:

- I. Be a business that is compatible with the identity of the SLM as a specialty product market.
  - Selling a product(s) that is unique and not widely available in other retail stores
  - Selling a product(s) that complement and/or fills a gap of existing product offering of the SLM
  - Is not a multinational franchise or corporate chain (local independent business with multiple locations maybe considered)
- II. Has demonstrated high standards for merchandising, marketing, customer service, and quality management.
  - Has experience delivering world-class customer service
  - Has expert knowledge about the products being sold
  - Has an owner (or manager) with a willingness to maintain a permanent presence at the SLM to develop direct relationships with customers
  - Can develop and maintain high quality marketing material, both in store and among marketing channels, including social media
  - Can maintain the highest quality of goods and services
- III. Has the demonstrated ability to pay for the space being occupied:
  - Has strong financial statement projections with reliable assumptions
  - Possesses a positive credit score
  - Has access to an acceptable level of credit facilities
  - Has not declared bankruptcy in the past
  - Is willing invest to upgrade and renovate the lease premises
- IV. Will be required to share sales figures, audited financial statements and other sales trending data.
  - Utilizes a point-of-sales system
  - Retains the services of an accountant and/or bookkeeper to maintain books and records
  - Produces audited financials on an annual basis
- V. Exhibits a commitment to the success of the SLM, not just the individual business.
- VI. Helps to fill a desired market segment or offering that is not currently offered, or for which additional tenants would be desirable to maintain a healthy and engaging tenant mix at St Lawrence Market South.

- Current programmatic considerations for tenants that align with the St Lawrence Market Strategic plan
  - <https://www.toronto.ca/wp-content/uploads/2023/05/9803-St.-Lawrence-MarketStrategic-Plan-Updated-Photos-Version-3-compre...-FINAL-AODA.pdf>
  - Business owned, operated, or servicing the City's diverse communities, particularly women, persons with disabilities, ethno-cultural and racialized community members, Aboriginal and Indigenous peoples, and 2SLGBTQ+ communities are encouraged.

The City **will not** consider a business proposal with any of the following characteristics:

1. From a multinational franchise or corporate chain (local independent business with multiple locations maybe considered)
2. From an existing Market tenant looking for a second location within the building
3. Any Dispensary or Establishment Selling Pharmaceutical or Illicit Drugs
4. Any Store Selling War Surplus, Firearms, Insurance Salvage Stock
5. Financial Institution, Cheque Cashing or Money Lending Establishment
6. Funeral Home
7. Gambling Establishment, Casino or Off-Track Betting Shop
8. Pawn Shop
9. Variety, Convenience or Discount Store
10. X-Rated or Adult-Only Store or Entertainment Establishment
11. Any business whose products are required by law to be obscured from viewing from within the common areas of the Market.

The business must support and enhance the vision for the Property through proposed uses of the Property, programming, and support for the community. The Tenant will work closely with the City of Toronto to deliver on its strategy for the program.

The Successful Applicant must also ensure that they incorporate values of community, collaboration, diversity, equity and inclusion into the business and activities that take place within the Property. As the Property owner, the City will monitor the success of the Property and Tenant to ensure compliance.

Applicants should familiarize themselves with the St Lawrence Market Leasing Guidelines [https://www.stlawrencemarket.com/rental\\_form/1635941427\\_9165.pdf](https://www.stlawrencemarket.com/rental_form/1635941427_9165.pdf)

## **PROPERTY DETAILS**

The St Lawrence Market, South Market Building is a public food market located at 91-95 Front Street East, Toronto Ontario.

The Property is owned and operated by the City of Toronto and is approximately 101,000 square feet over two floors of space. There is approximately 37,500 of retail space with the remainder being back of house and public area space.

The premise available for lease is UL38, is approximately 783.65 and is located on the main floor of the south market building.

See Appendix A for a copy of the floor plan and location of premises.

## **HOURS OF OPERATION FOR ALL TENANTS**

South Market

Tuesday to Friday – 9am to 7pm

Saturday – 7am to 5pm

Sunday – 10am to 5pm

Monday – Closed

## **LEASE TERM**

The City will be issuing a 3-year lease agreement with an option of a 3-year extension term.

## **LEASE PREMISES DETAILS**

The premises has several existing amenities that are already designed into the existing space.

These include:

- a. Main Floor location
- b. Approximately 783.65 sq ft
- c. 100 AMP, 3 Phase electrical panel.
- d. 1-inch water line
- e. Floor Drain

Cold storage space is available at a rental rate of \$37.50 per square foot.

The building has a loading dock with 4 bays located on the south side of the building, with 2 freight elevators that lead to the main floor.

There is no dedicated parking space(s) for the Property, however there is Green P parking lot with 2000 spots available adjacent to the Property as well as paid on-street parking.

The property is offered “as is”. The City has no plans for any changes or capital improvements to the lease premises. Any demolition, redevelopments or improvements to the premises must be undertaken by the future tenant at their own expense.

**\*\* The City will consider dividing the lease premises in two separate spaces – each being approximately 391.50 sq ft. Details such as base rent and additional rent would remain the same as outlined in this EOI.**

## **BASE RENT AND ADDITIONAL RENT FEE STRUCTURE**

### **BASE RENT**

The Lessee shall pay to the Landlord Semi-Gross Rent, plus all applicable taxes, in equal monthly instalments in advance, commencing on the first day of the lease.

Rates per square foot are as follows for years 2025 through 2030:

2025	\$ 83.43
2026	\$ 85.93
2027	\$ 88.51
2028	\$ 91.17
2029	\$ 94.36
2030	\$ 97.19

**Rental rates are set at market rates.**

### **PERCENTAGE RENT**

The City operates with a percentage rent model where tenants pay a percentage of gross sales when gross sales exceed the breakpoint.

- The City allocates a percentage rent number for business within the Market. These % rent figures vary pending category but are in the 2-8% range.
- A breakpoint is calculated as the sum of the annual Store Area Rent divided by the percentage rent number.

### **ADDITIONAL RENT**

The Lessee is responsible to pay their portion of property taxes (est.13-15% of rent), pest control fees (\$85 monthly), advertising/promotional fund contribution at \$5.63 per square foot in 2024, grease trap cleanout if applicable (\$138.00 plus HST monthly) and any utility costs (hydro, gas, or water).

See Appendix E for full break down of 6-year rates plus additional rent items (excluding utilities).



## **Market Target Audience**

### **First Tier Audience**

The St. Lawrence Market audience are culinary explorers who are passionate about food, cooking and seek high quality offerings.

- They are primarily young (under 45) urban dwellers with above average house-hold income and high-disposable income (average income \$112,000 annually).
- They live within 1-3 km of the Market and visit on average 2 times per week.
- Spend above average in the food and culinary category.

### **Second Tier Audience**

- Toronto urban dwellers living within 5km of St. Lawrence Market
- Men & women, college & university educated, above average HHI, food interest, potentially young families, gen z, millennials & boomers.

### **Third Tier Audience**

- Residents of the GTA interested in food or looking for something to see downtown.
- Toronto culinary tourists – predominantly staycationers
- Tourists from outside of the GTA, elsewhere in Canada and International visitors

St. Lawrence Market has approximately 1.7 million visitors annually, on average approximately 30,000 plus visitors per week.

\*Demographics based on research conducted in 2019 and 2022.

## **LESSEE CRITERIA**

The City of Toronto's priority in conducting this REOI process is to find a Lessee to operate a business on the Property and sustainably operate it through the delivery of the lease terms.

The Lessee:

- Must be an incorporated corporation.
- Should have previous experience operating programs like what is being proposed.
- Will be responsible for total program(s) delivery and execution.
- Must be in good financial standing, with the capacity to manage operating costs during the term of the lease agreement.
- Must have the administrative capacity to operate the business and deliver services.
- Must adhere to the City of Toronto's policy of providing a workplace and program and/or service space that is free from harassment and discrimination.
- Must not be a multinational franchise or corporate chain. (Local Independent business with multiple locations maybe considered)
- Must commit to operate their business as per the building hours.

The following are the SLMC's key considerations in reviewing a prospective owner/business:

- Prospective applicant's experience, industry knowledge and acumen to operate a successful business in the Market's retail environment.
- The applicant's ability and willingness to operate the business in accordance with the requirements of the SLM's ordinance and guidelines.
- The applicant's financial ability to operate the business (including down payment and debt service), to pay the rent and other operating costs, to complete any planned or required tenant improvements; and/or to purchase the necessary equipment and merchandise/product on an ongoing basis.
- The applicant's credit history and business plan for operating expense, revenues, and cash flow as well as sales projections.
- The cash flow adequacy after debt obligations and improvement requirements.
- The prior business experience, credit record and financial strength of the tenant.
- The extent to which the proposed use contributes positively to the mix of the SLM's businesses.
- The level of investment in equipment, inventory, business fixtures the applicant must make.
- Must incorporate equity, diversity, and inclusion in its business model.

## **LEASE HOLDER RESPONSIBILITIES**

### **Lease Agreement**

The Lessee will be required to enter into a lease agreement with the City of Toronto, in a final form satisfactory to the City of Toronto. The City of Toronto retains the right to terminate the agreement in the event that the Lessee violates any terms of the lease agreement.

The Lessee will be responsible for providing and paying for all aspects of the standard operation of the provision of the Lessee 's Use.

## APPLICATION PROCESS

### REOI PROCESS

This REOI will be a process to identify a Successful Applicant who meets the eligibility requirements and has the operating capacity to participate in the competitive selection process.

### MAIN CONTACT INFORMATION

The City of Toronto main contact for this REOI is Daniel Picheca, Manager, St. Lawrence Market Complex. REOI Submissions, questions or concerns must be sent to Daniel Picheca at [daniel.picheca@toronto.ca](mailto:daniel.picheca@toronto.ca)

### SUBMISSION INSTRUCTIONS

Applicants must include their REOI proposal documents **attached in one email to Daniel Picheca at [Daniel.picheca@toronto.ca](mailto:Daniel.picheca@toronto.ca)**

Applicants must submit their completed REOI proposals as well as the required documents as one compiled document. If the file is too big, it can be submitted via a file sharing platform such as WeTransfer. Submissions should be no more than 50 pages in total.

Submissions will only be accepted electronically and must be clearly labeled as “**Applicant Name – REOI St Lawrence Market**”.

Do not submit any documentation that has not been requested in the Required Documents checklist or this REOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note multiple proposals emails from the same Applicant / Corporation, incomplete proposals and documents received after the submission deadline of **Tuesday October 22, 2024, at 5 pm Eastern Standard Time will not be accepted, and your corporation will automatically be deemed ineligible. No exceptions.**

Upon your submission, please email Daniel Picheca at [daniel.picheca@toronto.ca](mailto:daniel.picheca@toronto.ca) to confirm receipt of your proposals.

### SUBMISSION DEADLINE

Applicants are required to submit their proposals through email by the submission deadline of **Tuesday October 22, 2024, at 5 pm Eastern Standard Time**. Proposals received after the deadline will not be accepted.

## TIMELINE

The following timeline is associated with the REOI. Dates may be subject to change.

Activity	Date
Request for Expression of Interest Release	September 21, 2024
Site Visit – 10am to 1pm	September 27, 2024
Submission Due Date	October 22, 2024
Submission Review and Applicant Selection	November 5, 2024
Successful Applicant Agreement Negotiations	November 19, 2024
Execution of Lease	November 28, 2024
Commencement of Lease	tbc

## SITE VISIT

Applicants can view the lease premises on Friday September 27, 2024 between the hours of 10am and 1pm. Location Upper Level of South Market Building, 91-95 Front St, Toronto Ontario.

## **SUBMISSION REQUIREMENTS**

Applicants must submit a business plan that includes the below information to be considered complete.

### **Proposal Submission Requirements – Expression of Interest Business Plan:**

#### **A. Executive Summary**

#### **B. Applicant Profile and Proposed Operating Structure**

- a. Applicant Overview – a summary of the Applicant (Tenant) corporation, including:
  - i. Applicant information – Corporate name, address, lead contact information
  - ii. Corporation history:
    1. Date incorporated.
    2. Mission and mandate
    3. Total number of employees
    4. Business partners information
  - iii. Proof of a current corporation profile
- b. Experience and Qualifications
  - i. Experience – relevant business experience with delivering similar programs and services.
  - ii. High level overview of proposed operating structure – including proposed management structure, team and staffing information to deliver the proposed program and services. (Please include information about skills, experience, and expertise necessary to implement and deliver the program and services)
  - iii. References – provide three (3) references for the purpose of evaluating the Applicant’s experience and track record.

#### **C. Concept overview and Proposed Use of the Property**

- a. Provide a detailed overview of the intended use for the space and a high-level overview including: vision for the business(s), goals and objectives, proposed services and programs, product list or services provided, potential or confirmed partnerships. Should describe how the product mix complements and/or fills a gap of existing product offering of the SLM.
- b. Proposed Services and Programs – clearly demonstrate how the Applicant will deliver programs and services.
- c. Community Need – describe how the proposed business services and programs address community needs and what demographics and communities will be served.
- d. Equity Impact – explain how an equity, diversity, and inclusion approach is applied to the development and delivery of programs and services.
- e. Alignment with St Lawrence Market and the City's Strategic Priorities – describe how the proposed services and programs align with the strategic priorities.
- f. Include information whether additional storage space (cold or dry) is required.
- g. Outline of any leasehold improvements and cost for these improvements

- h. Outline what do you required from the St Lawrence Market to support this proposal.
- i. Proposed layout or floor plan for the space
- j. Proposed schedule and timeline

**D. Marketing and Sales Strategy**

- a. Provide a marketing, communications, and sales strategy.
- b. Include a market analysis with details about the target market. Could be in the form of a SWOT Analysis
- c. Include any information and links to websites and social media channels.

**E. Financial Plan**

- a. Financial forecast (profit and loss statement) for the Applicant's first three years of operation including:
  - 1) sales projections
  - 2) business expenses related to occupancy, operations and overhead.
  - 3) capital investments.
  - 4) Profit margins
- b. Current Credit report
- c. Outline of credit facilities to which the proponent has access.
- d. All pricing in Canadian dollars

**F. Declaration of Conflict of Interest** – provide a statement of any conflict of interest, if applicable

**G. Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy** – review, complete and submit form (<https://www.toronto.ca/wp-content/uploads/2017/10/9670-cc-declaration-anti-harassment-policy.pdf>)

**H. Signature Page** – see **Appendix D**

## EVALUATION AND SELECTION CRITERIA

### REVIEW PANEL

The City's Corporate Real Estate Management Division will assess all REOI proposals received by the submission deadline of **Tuesday October 22, 2024, at 5 pm Eastern Standard Time**. A Review Panel consisting of City staff from Corporate Real Estate Management, in consultation with other city departments, as well as external member(s) will review all REOI proposals, as appropriate.

The Review Panel will assess each REOI proposals against the evaluation criteria set out below.

### EVALUATION RESULTS

Upon conclusion of the evaluation process, a final recommendation of the corporation will be made by the Review Panel. The Review Panels' decision will be final. Corporate Real Estate Management will inform the Successful Applicant that they have been chosen as the Successful Applicant.

Once an Applicant has been determined to be the Successful Applicant and the provisions of a lease agreement have been mutually agreed upon by the City of Toronto and the Successful Applicant, Corporate Real Estate Management, will approve the terms of the lease agreement and authorize its execution by the Successful Applicant and the City.

By responding to this REOI, Applicants are agreeing that the decisions of the Review Panel are final and binding.

Proposal evaluation results are the property of the City of Toronto and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Evaluation results may be subject to public release pursuant to the Act. City Council and individual members of Council have the right to view the responses, provided that their requests have been made in accordance with the Act. <https://www.ontario.ca/laws/statute/90m56/v23>

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

### NEGOTIATIONS AND AGREEMENT

The selection of a Successful Applicant will be in the sole and absolute discretion of the City of Toronto. The selection of the Successful Applicant will not oblige the City of Toronto to negotiate or execute a lease agreement with that corporation. Any agreement resulting from this REOI will be in accordance with the by-laws, policies and procedures of the City of Toronto including approval by City Council. The City of Toronto shall have no liability to any person as a result of the REOI and any negotiations which may ensue as a result of it.

## SELECTION CRITERIA

The Review Panel will assess the REOI proposals using the below evaluation criteria. If the submission fails in any of the mandatory requirements, the submission will be rejected.

The submission that achieves the highest total score will be ranked first. Feedback can be shared upon request.

### *Mandatory Eligibility Requirements*

To be eligible to enter into a lease of the Property, the Successful Applicant must:

- A. Be a registered corporation.
- B. Must submit a completed business plan along with **APPENDIX C – ANTI-RACISM POLICIES CHECK LIST and Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy Form plus the APPENDIX D – SIGNATURE PAGE**
- C. Satisfy the City that it is not in default under any existing lease, service agreement, or other agreement with the City, and has limited risk of insolvency or bankruptcy.
- D. Satisfy all requirements outlined in the Request for Expressions of Interest (REOI) and comply with all applicable laws and policies of the City.

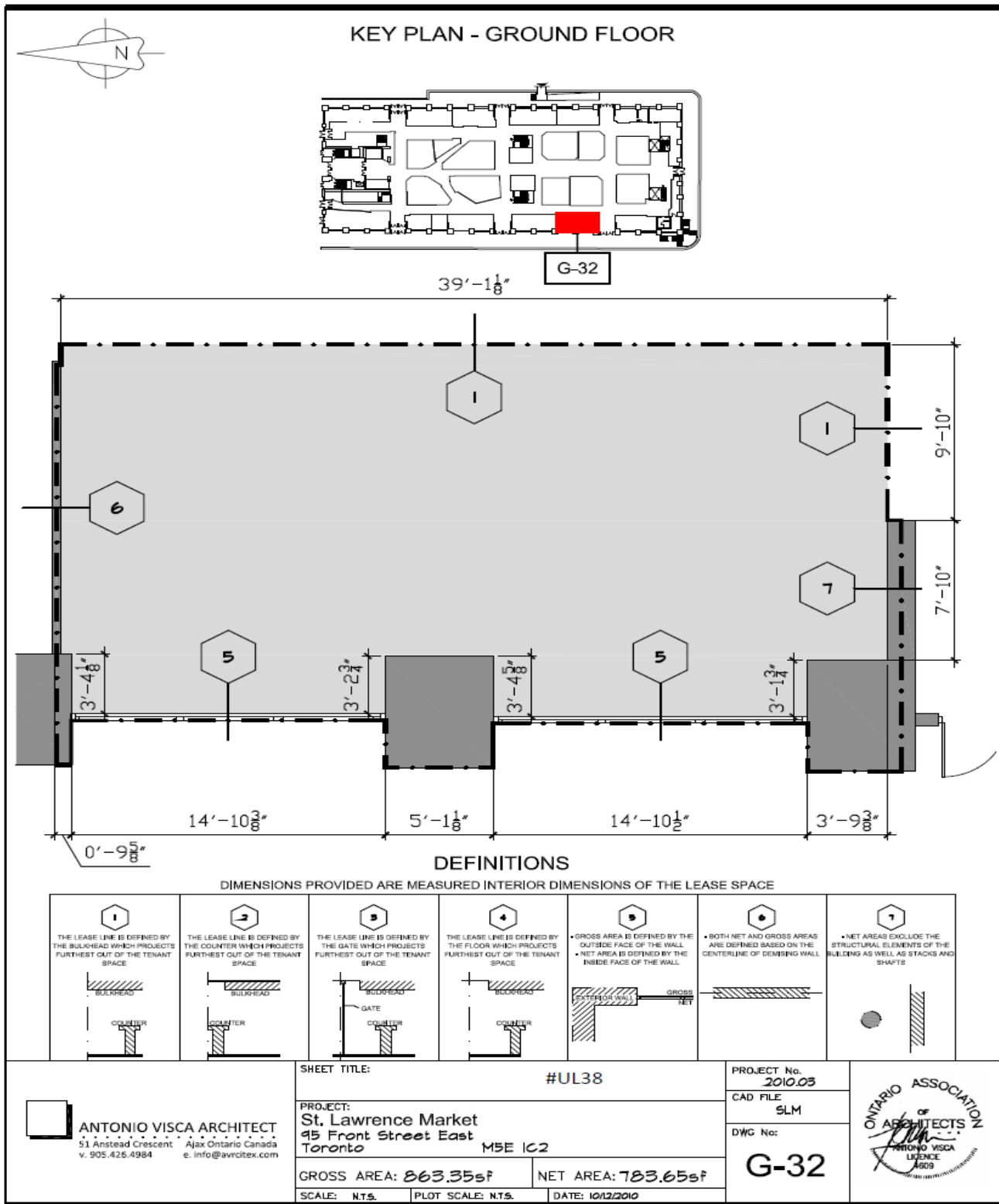


## EVALUATION CRITERIA

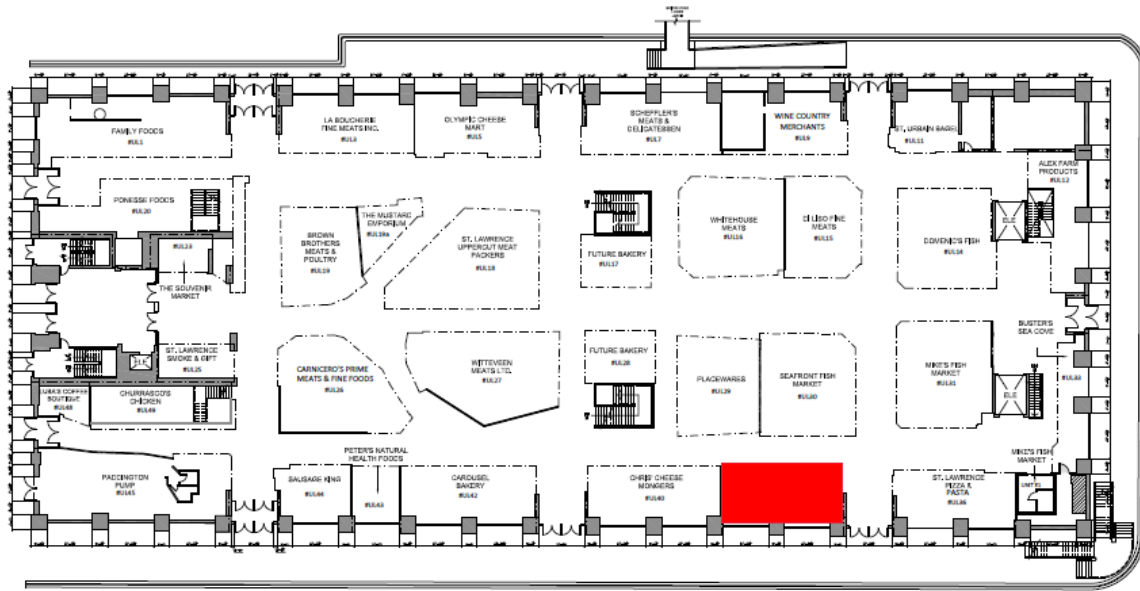
<b>CRITERIA</b>	<b>POINTS AVAILABLE</b>	<b>MINIMUM THRESHOLD (70%)</b>
Applicant is a registered corporation	Pass / Fail	Pass
Declaration of Compliance with Anti-Harassment / Discrimination Legislation and City Policy Form	Pass / Fail	Pass
SIGNATURE PAGE	Pass / Fail	Pass
<b>REOI Submission Package</b>		
A. Executive Summary	5	
B. Applicant Profile and Proposed Operating Structure	20	
C. Concept overview and Proposed Use of the Property	35	
D. Marketing and Sales Strategy	15	
E. Financial Plan	25	
<b>Total Score</b>	<b>100</b>	<b>70</b>

# APPENDICES

## APPENDIX A – FLOOR PLAN



# PROPERTY FLOOR PLAN



GROSS FLOOR AREA = 48 810sf



	 <p><b>ANTONIO VISCA ARCHITECT</b>          21 Adelaide Crescent   Alton, Ontario Canada          v. 905.453.0594   a.visca@visca.com</p>	<b>DATE TITLE</b> St. Lawrence Market Ground Level		<b>PROJECT No.</b> 2006028
		<b>PROJECT</b> St. Lawrence Market 100 Front Street East Toronto		<b>DATE</b> 0-2
<b>SCALE: N/A</b>		<b>PLUT SCALE: N/A</b>		<b>DATE: 14/06/16</b>

## **APPENDIX B - CONFLICT OF INTEREST**

a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontract, may, in the City's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the EOI. This includes, but is not limited to, involvement by a Proponent in the preparation of the EOI or a relationship with any employee, Proponent or representative of the City involved in preparation of the EOI, participating on the evaluation or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the City contact prior to submitting a proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the EOI.

b) A Proponent must not attempt to influence the outcome of the EOI process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, Proponent or representative of the City, including members of the evaluation committee and any elected officials of the City, or with the media, may result in disqualification of the Proponent.

## APPENDIX C – ANTI-RACISM POLICIES CHECK LIST AND FORM

### Existing Anti-Racism Policies

The City of Toronto recognizes that barriers exist for many members of our City’s diverse communities, particularly for low-income residents, women, persons with disabilities, ethno-cultural and racialized community members, immigrants and refugees, Aboriginal and Indigenous peoples, 2SLGBTQ+ communities and seniors.

The City expects corporations to act as positive forces in helping to eliminate these barriers. As part of this application, please review, complete, and submit the City of Toronto: [Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy](#).

Please fill in the chart. All existing policies must be attached and included with the proposal. Please include a description of each policy. Please indicate if the below policies are separate or included in the same policy document.

Does your corporation have the following in place?	Yes	Approval Date (yyyy-mm-dd)	No	Planned Completion Date (yyyy-mm-dd)
Anti-racism, access and equity policy				
Anti-racism, access and equity complaints procedures				
Anti-racism, access and equity implementation plans				



**Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy FORM**

Organizations/individuals in Ontario, including the City of Toronto, have obligations under the Ontario Human Rights Code, the Occupational Health and Safety Act, the Employment Standards Act, the Accessibility for Ontarians with Disabilities Act, the Criminal Code of Canada and the Charter of Rights and Freedoms. In addition, the City of Toronto also has policies that prohibit discrimination on the additional grounds of political affiliation or level of literacy, subject to the requirements of the Charter. Organizations are required to have and post policies, programs, information, instruction, plans and/or other supports, and an appropriate internal process available to their employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints under the applicable legislation and including the additional grounds of discrimination prohibited under City policy. Individuals are obliged to refrain from harassment/hate activity.

The City of Toronto requires all organizations and individuals that contract with the City to sign the following Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy. This Declaration must be signed by your organization and submitted with the contract or Letter of Understanding. The name of your organization and the fact that you have signed this declaration may be included in a public report to City Council.

**Declaration:**

I/we uphold our obligations under the above provincial and federal legislation. In addition, I/we uphold our obligations under City policies which prohibit harassment/discrimination on a number of grounds including political affiliation and level of literacy.

**WHERE LEGALLY MANDATED** I/we have in place the necessary policies, programs, information, instruction, plans and/or other supports that are consistent with our obligations, and I/we have an internal process available to my/our employees and service recipients to prevent, address and remedy discrimination, racism, harassment, hate and inaccessibility complaints. I/we agree that I/we shall, upon the request of the City, provide evidence of the policies, programs, information, instruction, plans and other supports and an appropriate internal complaint resolution process required under this Declaration which is sufficient to allow the City to determine compliance. I/We acknowledge that failure to demonstrate compliance with this declaration to the satisfaction of the operating Division, in consultation with the City Solicitor, may result in the termination of the contract.

Name of Vendor or Name of Grant Applicant (Organization or Individual):

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Complete Address:

Email

Tel. No.

Postal Code:

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Name of Signing Officer or Name of Applicant (Name - please print): Position

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signing Officer or Individual

## APPENDIX D – SIGNATURE PAGE

Please note this signature page is the final page of the REOI proposals. Please review the Submission Requirements section of the REOI to ensure that you have completed and submitted all required documents along with this REOI proposals.

All proposals must be signed by your Corporation's Chair of Board or Designated Signing Authority.

By signature below, the Proponent hereby acknowledges that 1) it understands and agrees with the REOI process described in this document, 2) they have the authority to commit his/her/their firm into this agreement with the City of Toronto, and 3) have thoroughly reviewed the information contained in this REOI and has complied with the documents making up this Proposal, including all drawings and specifications as may be listed in the index, and any amendments or addenda thereto 4) Proponent represents that it does not have a conflict of interest or is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the REOI

Please include this REOI proposals and all of the required documents attached **in one email** to Daniel Picheca, Manager, St Lawrence Market, at [danielpicheca@toronto.ca](mailto:danielpicheca@toronto.ca) by the REOI **submission deadline of Tuesday October 22, 2024, by 5 pm Eastern Standard Time.**

**Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this space rental opportunity.**

To the best of my knowledge, information in this proposals is accurate and complete.	
<b>Signature</b>	<b>Date Signed</b> (yyyy-mm-dd)
<b>Name</b> (Print - First, Last or Single)	<b>Position Title</b>

**Please note:** Request for Expression of Interest Proposals and evaluation results are the property of the City and are subject to the *Municipal Freedom of Information and Protection of Privacy Act* (the Act). Applications will be received in confidence subject to the disclosure requirements under the Act or to disclosure being otherwise required by law or an order of a court or tribunal.

Applicants should identify any portions of their proposals which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence, and which will cause harm if disclosed.

Questions about disclosure requirements under the Act can be directed to the Access and Privacy Unit at 416-392-9684.

# APPENDIX E - FINANCIAL STATEMENTS



# Rental Charges

**St. Lawrence Market Complex**  
 105 The Esplanade, Toronto ON M5E 2A2  
 T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:		Account #:	
Tenant Name:		Contract #:	
Contact Name:		Store Area (sq ft):	783.65
Store #: UL38		Temporary Area (sq ft):	
Storage #:		Storage Area (sq ft):	
		Percentage Rent %:	
		Breakpoint:	

Summary 2025	Rental Detail	Rent PSF / Annum	Annually	Monthly
	Store Area Rent	83.43	65,379.92	5,448.33
	Temporary Area Rent	83.43	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	9,806.99	817.25
	Advertising / Promotion	5.63	4,411.95	367.66
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		82,274.86	6,856.24
	HST/GST (No. 86740 2299 RT0001)		10,695.73	891.31
	Total		<u>\$ 92,970.59</u>	<u>\$ 7,747.55</u>

- Notes:
- Advertising / Promotion is calculated at \$5.63 PSF of rentable area. Rentable area is defined as Store Area plus Temp. Area.
  - Realty Taxes is estimated to be \$0.15 per rent dollar, applicable to Store Area Rent, Temporary Area Rent, and Storage Area Rent.
  - The Breakpoint is calculated as the sum of the annual Store Area Rent and Temporary Area Rent divided by the Percentage Rent %:  $\text{Breakpoint} = (\text{Store Area Rent} + \text{Temporary Area Rent}) \div \text{Percentage Rent \%}$
  - Percentage Rent Charged is calculated as Annual Sales (before tax) minus Breakpoint, multiplied by the Percentage Rent %:  $(\text{Annual Sales} - \text{Breakpoint}) \times \text{Percentage Rent \%}$







# Rental Charges

**St. Lawrence Market Complex**  
105 The Esplanade, Toronto ON M5E 2A2  
T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:	0	Account #:	0
Tenant Name:	0	Contract #:	0
Contact Name:	0	Store Area:	783.65
Store #:	UL38	Temporary Area:	0
Storage #:	0	Storage Area:	
		Percentage Rent %:	0.00%
		Breakpoint:	

<u>Summary 2026</u>	<b>Rental Detail</b>	<b>Rent PSF / Annum</b>	<b>Annually</b>	<b>Monthly</b>
	Store Area Rent	85.93	67,341.32	5,611.78
	Temporary Area Rent	85.93	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	10,101.20	841.77
	Advertising / Promotion	5.86	4,588.43	382.37
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		84,706.95	7,058.92
	HST/GST (No. 86740 2299 RT0001)		11,011.90	917.66
	Total		<u>\$ 95,718.85</u>	<u>\$ 7,976.58</u>





# Rental Charges

**St. Lawrence Market Complex**  
105 The Esplanade, Toronto ON M5E 2A2  
T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:	0	Account #:	0
Tenant Name:	0	Contract #:	0
Contact Name:	0	Store Area:	783.65
Store #:	UL38	Temporary Area:	0
Storage #:	0	Storage Area:	0
		Percentage Rent %:	0.00%
		Breakpoint:	

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<u>Summary 2027</u>	<b>Rental Detail</b>	<b>Rent PSF / Annum</b>	<b>Annually</b>	<b>Monthly</b>
	Store Area Rent	88.51	69,361.56	5,780.13
	Temporary Area Rent	88.51	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	10,404.23	867.02
	Advertising / Promotion	6.09	4,771.96	397.66
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		87,213.75	7,267.81
	HST/GST (No. 86740 2299 RT0001)		11,337.79	944.82
	Total		<u>\$ 98,551.54</u>	<u>\$ 8,212.63</u>

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# Rental Charges

**St. Lawrence Market Complex**  
105 The Esplanade, Toronto ON M5E 2A2  
T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:	0	Account #:	0
Tenant Name:	0	Contract #:	0
Contact Name:	0	Store Area:	783.65
Store #: UL38		Temporary Area:	0
Storage #: 0		Storage Area:	0
		Percentage Rent %:	0.00%
		Breakpoint:	

<b>Summary 2028</b>	<b>Rental Detail</b>	<b>Rent PSF / Annum</b>	<b>Annually</b>	<b>Monthly</b>
	Store Area Rent	91.17	71,442.40	5,953.53
	Temporary Area Rent	91.17	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	10,716.36	893.03
	Advertising / Promotion	6.33	4,962.84	413.57
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		89,797.60	7,483.13
	HST/GST (No. 86740 2299 RT0001)		11,673.69	972.81
	Total		<u>\$ 101,471.29</u>	<u>\$ 8,455.94</u>





# Rental Charges

**St. Lawrence Market Complex**  
105 The Esplanade, Toronto ON M5E 2A2  
T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:	0	Account #:	0
Tenant Name:	0	Contract #:	0
Contact Name:	0	Store Area:	783.65
Store #:	UL38	Temporary Area:	0
Storage #:	0	Storage Area:	0
		Percentage Rent %:	0.00%
		Breakpoint:	

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<u>Summary 2029</u>	<b>Rental Detail</b>	<b>Rent PSF / Annum</b>	<b>Annually</b>	<b>Monthly</b>
	Store Area Rent	94.36	73,942.89	6,161.91
	Temporary Area Rent	94.36	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	11,091.43	924.29
	Advertising / Promotion	6.59	5,161.36	430.11
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		92,871.68	7,739.31
	HST/GST (No. 86740 2299 RT0001)		12,073.32	1,006.11
	Total		<u>\$ 104,944.99</u>	<u>\$ 8,745.42</u>

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# Rental Charges

**St. Lawrence Market Complex**  
105 The Esplanade, Toronto ON M5E 2A2  
T: 416-392-7120 F: 416-392-0120

Date: 09/20/2024

Store Name:	0	Account #:	0
Tenant Name:	0	Contract #:	0
Contact Name:	0	Store Area:	783.65
Store #: UL38		Temporary Area:	0
Storage #: 0		Storage Area:	0
		Percentage Rent %:	0.00%
		Breakpoint:	

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<u>Summary 2030</u>	<b>Rental Detail</b>	<b>Rent PSF / Annum</b>	<b>Annually</b>	<b>Monthly</b>
	Store Area Rent	97.19	76,161.17	6,346.76
	Temporary Area Rent	97.19	-	-
	Storage Area Rent	37.50	-	-
	Realty Tax Advance	0.15	11,424.18	952.02
	Advertising / Promotion	6.85	5,367.81	447.32
	Pest Control		1,020.00	85.00
	Grease Trap		1,656.00	138.00
	Subtotal		95,629.16	7,969.10
	HST/GST (No. 86740 2299 RT0001)		12,431.79	1,035.98
	Total		<u>\$ 108,060.95</u>	<u>\$ 9,005.08</u>

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