



TOWN OF AURORA

COMMUNITY SERVICES

BUSINESS SUPPORT SERVICES DIVISION

REQUEST FOR EXPRESSION OF INTEREST

FOR

FUTURE SPORTS FACILITY OPERATING PARTNERSHIP

*******ONLINE SUBMISSIONS ONLY*******

Request for Expression of Interest No: 2026-02-CMS-B

Opening Date: October 09, 2026

Closing Date and Time: November 05, 2026, at 10:00:00 a.m. local time (ET)

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PART 1 – INTRODUCTION

1.1 Definitions

This Request for Expression of Interest (REOI) is an invitation to Respondents to submit an expression of interest, in writing, regarding the opportunity described in Part 2 – Opportunity Description.

The following definitions shall apply to all documents included herein:

- a) **“Addendum”** or **“Addenda”** means such further additions, deletions, modifications or other changes to the REOI;
- b) **“Bid”** or **“Response”** means a document submitted by a Respondent in Response to this REOI;
- c) **“Bidding System”** means the Town’s online web-based solution for issuing solicitations and/or receiving online Responses and posting Bid results;
- d) **“Electronic Bidding”** means a method of issuing Solicitations and/or receiving written Bids on the Bidding System where the process of issuing and/or receiving Bids by email, or online is considered appropriate and valid;
- e) **“Day”** means a calendar day;
- f) **“Procurement By-law”** means Town By-law Number 6404-22, as may be amended from time to time;
- g) **“Procurement Manager”** means the Procurement Manager for the Town, or his/her designate;
- h) **“Respondent”** means the individual or legal entity submitting a Response to the REOI. The definition shall also include any principal, director, or officer of the Respondent, submitting a Response directly to the Town or indirectly through another legal entity;
- i) **“Responsible Respondent”** means a Respondent whose reputation, past performance, and business and financial capabilities are such that the Respondent would be judged by the Town to be capable of satisfying the Town’s needs. A Respondent, as the context requires, that is fully capable to meet all the requirements of the Solicitation or other process and subsequent Contract. Such Respondent shall possess the full capability, including financial and technical capability, satisfactory past performance, including a satisfactory Town’s Contractor performance evaluation (where applicable) to perform as contractually required and shall be able to fully document the ability to provide good faith performance;
- j) **“Request for Expression of Interest” (REOI)** is a document issued by the Town during the early stages of the procurement planning process to provide potential suppliers with an avenue to register their interest in being involved in a particular project or performing a particular job; an REOI may also be used to seek industry input into scope of work requirements that will then become part of a formal solicitation, or to find contractors who could provide the goods or services;
- k) **“Shall”** or **“Must”** as used in this REOI reflect a mandatory requirement;

- l) **“Town”** means The Corporation of the Town of Aurora, or its authorized agent, or representative as designated to the Respondent.

1.2 Invitation to Respondents

The Town is issuing this REOI to invite interested organizations to provide information regarding the opportunity described in this document.

The Town may, but is not obligated to, issue a future bidding opportunity or other initiative related to the subject matter of this REOI.

There will be no evaluation, ranking, or selection of suppliers as a result of this REOI. This REOI will not be used to pre-qualify or screen Respondents for any subsequent competitive bidding process.

If a subsequent competitive procurement process is issued, the Town is under no obligation to notify any Respondents to this REOI. Respondents should monitor the Bidding System website (<https://aurora.bidsandtenders.ca>) for any future opportunities, which will be open to all interested parties regardless of whether they responded to this REOI.

1.3 No Guarantee of Subsequent Work

This REOI is issued for information-gathering purposes only and is not binding on any party. Responses to this REOI do not create any contractual relationship or obligations between the Town and the Respondent.

1.4 Process Type and Interpretation

Respondents are advised that by submitting a Response to this REOI that they acknowledge and accept the following;

- Notwithstanding anything else, this REOI is a non-binding process and is not intended to create a formal or legally binding bidding process and shall not give rise to the legal rights and duties applied to a formal Contract A binding bidding process.
- Notwithstanding anything else, this REOI is a non-binding process, and the Town reserves the right, in its sole and absolute discretion, to negotiate with any Respondent or Respondents, at any time, whether separately or collectively, concurrently or sequentially, exclusively or non-exclusively. The Town may commence, continue, suspend, terminate, or resume negotiations with any Respondent at any time and is under no obligation to negotiate with all Respondents or on the same basis with any Respondent.
- The Town may meet or otherwise engage with any Respondent, in a format determined by the Town, to explore the potential of entering into an agreement and to enter into a legally binding agreement(s) with any Respondent determined by the Town at its discretion, or to not negotiate with any Respondents and to explore and enter into agreements with other parties with respect to matters subject to this REOI.

- The Respondent may withdraw its Response at any time during the REOI process. Responses are the property of the Town.
- The Town may cancel this REOI at any time.
- Neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to any decision in relation to this REOI, including any decision to reject a Response or disqualify a Respondent, or a decision of the Respondent to withdraw its Response.
- The Town, its elected officials, employees, and agents will not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Respondent at any time related to this REOI.
- The Respondent shall bear all costs associated with or incurred in the preparation and submission of its Response including, if applicable, costs incurred for presentations, interviews or demonstrations.
- The Town reserves the right to seek clarification and supplementary information from Respondents after the Response submission deadline. The Town reserves the right to interview any or all Respondents to obtain information about or clarification of their Responses.

1.5 Procurement By-law Number

The Town's Procurement By-law applies to the administration of this REOI. Any issues arising from this REOI may be considered by the Town having regard to the Procurement By-law; however, nothing in this REOI or the Procurement By-law shall be interpreted as creating any duty, obligation, liability, or other commitment on the part of the Town to any Respondent. The Town's Procurement By-law is available on the Town of Aurora website: www.aurora.ca

[End of Part 1]

PART 2 – OPPORTUNITY DESCRIPTION

2.1 Purpose

The Town of Aurora (the “Town”) is seeking expressions of interest from local sport organizations regarding opportunities for the joint operation of one or more future sports facilities currently being considered by the Town.

The purpose of this REOI is to gather information from organizations with the experience, capabilities, capacity, and interest in participating in a potential partnership with the Town.

Specifically, the Town is seeking expressions of interest from local sport organizations that are based in, operate within, or provide programs and services to the Aurora community, and have the capacity to partner with the Town in the operation and management of potential future indoor sports facilities, including:

- Gymnasiums;
- Indoor sports fields;
- Indoor racquet courts; or
- Any combination of the above.

Through this REOI, the Town is seeking information regarding Respondents' experience, operational capabilities, and potential roles in supporting the day-to-day operation and programming of such facilities.

2.2 Background

The Town is committed to providing accessible and high-quality sports and recreation opportunities that meet the evolving needs of the community. As part of its ongoing planning efforts, the Town is exploring opportunities related to potential future sports facilities.

The Town is exploring potential partnerships with sport organizations to support sports facility operations, programming, and service delivery.

Information received through this REOI will assist the Town in understanding organizational interest, experience, and capacity, as well as potential partnership and operating models.

2.3 Respondent Instructions

Respondents are requested to submit the requested information and any supporting materials through the online Bidding System or by email to procurement@aurora.ca. Responses in PDF format are preferred.

The Town may contact Respondents for clarification or to request additional information regarding their submissions.

2.4 Company Information

Respondents should provide the following company information:

- (a) Provide a brief overview of your organization, including its history, governance structure, and any other information that demonstrates qualifications, and capacity to operate and manage sports facilities. Respondents may also include information regarding affiliations with provincial or national sport organizations, certifications, licences, awards, or other relevant credentials.
- (b) Describe your organization's experience and expertise in operating sports facility operations, delivering sports programming, and/or managing sport organizations. Include examples of relevant projects, contracts, or partnerships, particularly those involving municipalities or other public-sector organizations.
- (c) Indicate which facility types are of interest to your organization:
 - a. Gymnasium(s);
 - b. Indoor sports field(s);
 - c. Indoor racquet court(s); or
 - d. Any combination of the above.

2.5 Operating Model Information

Respondents are invited to describe their preferred operating model for partnering with the Town in the operation and management of potential future sports facilities, including asset ownership, roles and responsibilities, and revenue flows between the Town, the organization, and any other key stakeholders. Respondents should also explain how their operating model would support the successful and sustainable operation of the facility.

Where applicable, Respondents may provide information regarding:

- (a) Operational and management responsibilities;
- (b) Governance and decision-making structures;
- (c) Programming and service delivery approaches;
- (d) Funding opportunities, capital contributions, sponsorship arrangements, or other financial support that may enhance the partnership;
- (e) Revenue-sharing or cost-sharing approaches; and
- (f) Any other considerations or partnership concepts that would contribute to the successful operation and long-term sustainability of the facility.

[End of Part 2]

PART 3 – INSTRUCTIONS TO RESPONDENTS

3.1 Timetable

The following is the schedule of events for this REOI:

EVENT	DATE
Issue Date of REOI	October 09, 2026
Deadline for Questions	October 28, 2026, at 10:00:00 a.m. local time (ET)
Deadline for Issuing Addenda	November 03, 2026, at 10:00:00 a.m. local time (ET)
Closing Date and Time	November 05, 2026, at 10:00:00 a.m. local time (ET)

The REOI timetable is tentative only and may be changed by the Town in its sole discretion at any time prior to the Closing Date and Time.

3.2 REOI General Purpose

This Request for Expression of Interest (REOI) is intended to solicit information only. The preparation and issuance of this REOI is not part of a procurement process at this time and is not intended to create any legal obligations between the Respondents and the Town. If a procurement process does proceed in the future, Respondents to this REOI will not be given any preference or special consideration.

For greater certainty, it is important that Respondents understand that this REOI document and their participation through submission of a response is not to be interpreted or construed as a solution being tendered or proposed. The issuance of this REOI is not to be considered in any way a commitment by the Town.

This REOI shall not constitute an authorization by the Town to Respondents to undertake any work that would result in any obligation or costs to the Town.

The Town reserves the right to change, at any time, all or part of its requirements as deemed necessary.

Respondents will not be reimbursed for any costs incurred to provide a response to this REOI.

3.3 Respondents to Follow Instructions

Respondents should structure their Responses in accordance with the instructions in this REOI.

a) Respondents to Obtain REOI Through Bids and Tenders or Town's Website

This REOI is available through the Bidding System at <https://aurora.bidsandtenders.ca> or on the Town's Procurement Services webpage at <https://www.aurora.ca/business-and-development/procurement-services/>.

b) Responses in English

All Responses are to be in English only.

c) Respondents to Review REOI

Respondents shall promptly examine all of the documents comprising this REOI and shall report any errors, omissions or ambiguities to the Town. Respondents may direct questions or seek additional information in writing on or before the Respondent's Deadline for Questions to the Town via the online Bidding System or through email.

No communications are to be directed to anyone other than the Town's Procurement Services Division. The Town is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the Respondent to seek clarification from the Town's Procurement Services Division via the Bidding System or by email on any matter it considers to be unclear. The Town shall not be responsible for any misunderstanding on the part of the Respondent concerning the REOI or its process.

3.4 All New Information to Respondents by way of Addenda

a) General Addenda Conduct

This REOI may only be amended by an Addendum, in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to this REOI, such information will be communicated to all Respondents by Addenda. Each Addendum shall form an integral part of this REOI.

Such Addenda may contain important information including significant changes to this REOI. Respondents are responsible for obtaining all Addenda issued by the Town.

Addendum/Addenda will typically be issued through the Bidding System, Forty-eight (48) Hours prior to Closing Date.

In the event an Addendum is issued within Forty-eight (48) Hours prior to Closing Date, it may include an extension of the Closing Date. It is the responsibility of the Respondent to have received all Addendum/Addenda that have been issued.

b) Addenda Conduct Through the Bidding System

Respondents shall acknowledge receipt of any Addenda when submitting their response through the Bidding System. Respondents shall check a box for each Addendum/Addenda and any applicable attachments that has been issued before a Respondent can submit their Response online.

Respondents should check online on the Bidding System prior to submitting their Response and up until Closing Date in the event additional Addendums are issued.

The Town encourages Respondents **not** to submit their Response **prior to** forty-eight (48) hours before the Closing Date, in the event that an Addendum is issued. If a Respondent submits their

Response prior to this or at any time prior to the Closing Date and an Addendum/Addenda is issued by the Town, the Bidding System shall **WITHDRAW** their Response and change their Response to an **INCOMPLETE STATUS (NOT accepted by the Town)** and the Withdrawn Response can be viewed by the Respondent in the **"MY BIDS"** section of the Bidding System. The Respondent is solely responsible to:

- i) Make any required adjustments to their Response.
- ii) Acknowledge the Addendum/Addenda.
- iii) Ensure the re-submitted response is **RECEIVED** by the Bidding System no later than the Response Closing Date.

NOTE: Additional company contacts are recommended for the reasons outlined below:

- Do **not** invite any additional contacts that you do not want to have access to view, edit, submit and/or withdraw or who may be in direct competition for example (a company may have two divisions that could compete for the same procurement opportunity).
- You are strongly urged when creating or updating a Bidding System Supplier account to add additional company contacts to create their own login to the Bidding System. This will permit your invited contacts that have created their own login to manage (register, submit, edit and withdraw) Responses which your Company is a Registered Plan Taker for. In the event you are on vacation, or due to illness, etc. these additional contacts may act on your Company's behalf and have the authority to; receive Addendum notifications from the Bidding System, and where permitted by the terms and conditions of the REOI, to submit Responses electronically through the Bidding System and/or withdraw and/or edit and/or acknowledge Addendum/ Addenda, on your behalf.

c) Addenda Conduct Through Email Submission

It is the responsibility of the Respondent to have received all Addenda that have been issued. Respondents should declare their receipt of all Addenda in their Response.

The Town may make reasonable efforts to notify Respondents who have submitted a Response by email when an Addendum is issued. However, Respondents are responsible for obtaining all Addenda issued by the Town. Respondents that are not subscribed to the Bidding System should ensure that they have received all Addenda through the Town's website prior to submission.

d) Post-Deadline Addenda and Extension of Submission Deadline

If any Addendum is issued after the deadline for issuing Addenda, the Town may at its discretion extend the Closing Date for a reasonable amount of time.

3.5 Responses to Be Submitted by the Closing Date

Responses should be submitted on or before the Closing Date and Time specified in this REOI.

3.6 Respondent Not to Communicate with Media

A Respondent may not at any time directly or indirectly communicate with the media in relation to this REOI without first obtaining the written permission of the Town Contact.

3.7 Confidential Information of Town

All information provided by or obtained from the Town in any form in connection with this REOI either before or after the issuance of this REOI: (a) is the sole property of the Town and must be treated as confidential; (b) is not to be used for any purpose other than replying to this REOI and, if applicable, the negotiation, execution and performance of any subsequent agreement with the Town (c) must not be disclosed without prior written authorization from the Town; and (d) shall be returned by the Respondents to the Town immediately upon the request of the Town.

3.8 Municipal Freedom of Information & Protection of Privacy Act, R.S.O 1990, c. M.56, as amended (the “MFIPPA”)

All correspondence, documentation and information provided to staff of the Town by any Respondent in connection with, or arising out of this REOI and the submission of any Response shall become the property of the Town, and as such, shall be subject to MFIPPA.

The Respondent’s name at a minimum shall be made public upon request. Further, the Town has the right and may, at its discretion, release the Responses and any information contained therein to the public. As such, the Respondents are advised to identify in their Response any material, scientific, technical, commercial, proprietary or similar confidential information, the disclosure of which could cause them injury if the information were to be released to the public.

Should you have any questions regarding MFIPPA, please consult the Town Clerk.

3.9 No Legal Relationship

No legal relationship or obligation regarding the procurement process of any good or service shall be created between the Respondent and the Town by this REOI process.

3.10 No Contract “A” and No Claims

This procurement process is not intended to create and shall not create a formal bidding process. For greater certainty and without limitations:

- i. This REOI shall not give rise to any Contract “A” based on tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- ii. Neither the Respondent nor the Town shall have the right to make any claim (in contract, tort or otherwise) against the other with respect to the selection of Respondents, a decision to reject a response or disqualify a Respondent, or a decision of the Respondent to withdraw its submission.

3.11 Submission of REOI Response

To ensure receipt of the latest information and updates via email regarding this REOI, or if a Respondent has obtained this REOI from a third party, the onus is on the Respondent to create a Bidding System Supplier account and register as a Plan Taker for the opportunity at aurora.bidsandtenders.ca. Respondents who choose to submit a response via email are responsible for checking the Town's website regularly for any updates regarding this REOI.

Responses may be received by the Bidding System, or via email submission, no later than the Closing Date listed in the REOI, and subject to the parameters below:

a) Responses Submitted through the Bidding System

Respondents submitting through the Bidding System must have a Bidding System Supplier account and be registered as a Plan Taker for this opportunity, which will enable the Respondent to download the REOI Documents, to receive Addenda email notifications, download Addenda, and submit electronically through the Bidding System.

Respondents are cautioned that the timing of their submission is based on when the Response is RECEIVED by the Bidding System, not when a Response is submitted, as a transmission can be delayed in an "Internet Traffic Jam" due to file transfer size, transmission speed, etc. Late Responses shall not be accepted by the Town's Bidding System.

For the above reasons, the Town recommends that Respondents allow sufficient time to upload their submission and attachment(s) (if applicable) and to resolve any issues that may arise. The Closing Date shall be determined by the Town's Bidding System web clock.

The Bidding System will send a confirmation email to the Respondent advising that their Response was submitted successfully. If you do not receive a confirmation email, contact technical support at Bids and Tenders via email: support@bidsandtenders.ca

b) Responses Submitted through Email

Responses submitted by email to procurement@aurora.ca must be received no later than the Closing Date listed in this REOI.

Respondents are cautioned that the timing of their submission is based on when the email is received by the Town's procurement email address. Responses received after the Closing Date and Time may be rejected by the Town.

For this reason, the Town recommends that Respondents allow sufficient time to submit their Response. Receipt of a Response shall be determined by the time stamp on the email transmission.

A confirmation email will be sent to the Respondent confirming that its Response was received successfully within the designated time frame.

3.12 Amending or Withdrawing Responses Prior to REOI Closing Date

A Respondent may amend or withdraw its Response at any time prior to the Closing Date, whether on its own initiative or in response to Addenda. The Respondent is responsible for ensuring that any revised Response is received by the Town through the Bidding System or by email, as applicable, no later than the Closing Date.

[End of Part 3]

2026-02-CMS-B - REOI FUTURE SPORTS FACILITY OPERATING PARTNERSHIP

Opening Date: October 9, 2026 10:00 AM

Closing Date: November 5, 2026 10:00 AM

Documents

It is your responsibility to make sure the uploaded file(s) is/are not defective or corrupted and are able to be opened and viewed by the Town. If the attached file(s) cannot be opened or viewed, your Bid submission may be rejected.

Respondents are requested to submit the requested information and any supporting materials. Responses in PDF format are preferred.

- Response * (mandatory)
- Optional Supporting Document(s) (optional)
- Additional Document (optional)

Addenda, Terms and Conditions

The Bidder hereby acknowledges and agrees:

- 1. To provide all goods, services and construction, as more specifically set out and in accordance with the Town's Bid Document, including but not limited to the scope of work, specifications, drawings, Addenda (if issued by the Town), the terms and conditions, etc. stated therein, which are expressly acknowledged and made part of this Bid Document.
- 2. This Bid is made without any connections, knowledge, comparison of figures or arrangements with any other company, firm or person making a Bid for the same Work and is in all respects fair and without collusion or fraud.
- 3. I/WE do hereby Bid and offer to enter into a Contract to do all the Work as specified in the Bid Document which shall include all costs but not limited to; freight, duty, currency, etc. in accordance with the prices and terms as submitted by the Bidder herein.
- 4. If I/WE withdraw this Bid before the formal Contract is executed by the awarded Bidder for the said Work or Ninety (90) Calendar Days, whichever event first occurs, the amount of the accompanying this Bid Deposit (if applicable to this bid) shall be forfeited to the Town.
- 5. If the Bid is accepted, I/WE agree to furnish all required documentation, as required by the Bid Document within Ten (10) Calendar Days after notification of award.
- 6. I/We acknowledge and agree that any issued Addendum/Addenda forms part of the Bid Document.
- 7. I/We, certify that we are in full compliance with Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service, made under the Accessibility for Ontarian's with Disabilities Act, 2005. If requested, we are able to provide written proof that all employees have been trained as required under the act. I/We shall be aware and sensitive to accessibility and disability issues.

I/WE (including any related or affiliated entities and any principal thereof) have no unresolved litigation with the Town.

☐

I/WE agree to be bound by the declarations and have authority to bind the Corporation and submit this Bid on behalf of the Bidder.

The Bidder shall declare any potential conflict of interest that could arise from bidding on this Bid. Do you have a potential conflict of interest? ☒ **Yes** ☐ **No**

The Bidder acknowledges and agrees that the Addendum/Addenda below form part of the Bid Document

Please check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the Addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		