



A Local Experience

www.queenstreetniagara.com

e-mail: info@queenstreetniagara.com

Niagara Falls Downtown BIA
4342 Queen Street, Suite 102
Niagara Falls, ON
L2E 7J7

905 356 5444 Ext 101

August 10, 2018

REQUEST FOR QUOTE

Need: Office Space

Area Required: Queen Street Business Improvement Area

Date Required: October 1st, 2018

Our current lease with Desjardins Financial for the BIA office space in the HATCH building will expire this year on September 30th, 2018.

Due to a number of changes over the past three years since the original lease was signed, we are now looking to relocate our office to a smaller office space to allow us to make more efficient use of the BIA finances.

Below is a list of some of the things our new office space would like to consider:

- A street level/store front location easily visible from the street?
- Access to a board room approximately twice per month for Executive and Board Meetings as well as flexibility to hold additional meetings?
- Building security?
- Square footage?

If you have a location you think might be suitable for our BIA Office to relocate to, please forward a quote to info@queenstreetniagara.com by August 31st, 2018. The quote should provide complete pricing and outline the items your location is able to provide as per the requirements listed above.

Ron Charbonneau,
BIA Chairman.



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**PLEASE PROVIDE THE
FOLLOWING:**

| | |
|---|--|
| NAME OF COMPANY: | |
| PRICE OF CONTRACT (MONTHLY): | |
| Term of Contract: | |
| Amenities: | |
| Square Footage: | |
| Address: | |
| Date of availability: | |

Contact Information

NAME: _____

PHONE: _____

EMAIL: _____

DEADLINE FOR QUOTES IS FRIDAY AUGUST 31 at 3PM

QUOTES AND FORMS CAN BE EMAILED TO info@queenstreetniagara.com

OR

DROPPED OFF AT HEAD OFFICE BETWEEN 12PM-4PM (MONDAY – FRIDAY)

4342 QUEEN STREET, SUITE 102 (HATCH BUILDING)

NIAGARA FALLS, ON L2E 7J7 CANADA

All quotes are sealed by the Office Administrator and will be open at the Committee Meeting