**Open Tender: Office Space for Lease**
**Original Issue Date: October 28, 2026**

**Addendum No. 1**
**Addendum Issue Date: October 30, 2026**

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1. The purpose of this Addendum is to inform bidders of amendments to the Tender Documents.

2. This Addendum forms part of the Tender Documents and must be read together with them. Except as expressly amended by this Addendum, all requirements, terms and conditions of the Tender Documents remain unchanged.

3. The Deadline for Questions and the Closing Date and Time remain unchanged.

4. Proponents must acknowledge receipt of this Addendum in their proposals. By submitting a proposal, a proponent will be deemed to have reviewed and accepted the amendments set out in this Addendum.

## 1. Amendment to Lease Term

All references in the Tender Documents to:

> an initial lease term of one (1) year, with an option to extend the lease for one (1) additional year, for a maximum total term of two (2) years

are deleted and replaced with the following:

> **a lease for a term of five (5) years. The lease must provide NHC with the right to terminate the lease at any time during the five-year term by giving the landlord not less than six (6) months' prior written notice. NHC will not be required to pay a termination fee or penalty as a result of exercising this right.**

## 2. Amendment to Section 1: Invitation and Overview

The following paragraph in section 1:

> NHC is seeking a practical, accessible and cost-effective office solution that can support its current operations. NHC is seeking to enter into a lease for an initial term of one (1) year, with an option in favour of NHC to extend the term for one (1) additional year, for a maximum total term of two (2) years. NHC's preference is for existing space that is ready for occupancy or can be made ready through modest tenant improvements. Proposals involving more substantial renovations may also be considered if the proposed schedule and commercial terms are acceptable, having regard to the one (1) year Initial Term and the optional Extension Term.

is deleted and replaced with the following:

NHC is seeking a practical, accessible and cost-effective office solution that can support its current operations. **NHC is seeking to enter into a lease for a term of five (5) years. The lease must provide NHC with the right to terminate the lease at any time during the term by giving the landlord not less than six (6) months' prior written notice, without payment of any termination fee or penalty.** NHC's preference is for existing space that is ready for occupancy or can be made ready through modest tenant improvements. **Proposals involving more substantial renovations may also be considered if the proposed schedule and commercial terms are acceptable, having regard to the five-year lease term and NHC's termination right.**

## 3. Amendment to Section 4: Proposed Lease and Commercial Terms

The following paragraph in section 4:

> NHC anticipates entering into a written lease. NHC requires an initial lease term of one (1) year (the "Initial Term"), with an option in favour of NHC to extend the lease for one (1) additional year (the "Extension Term"), for a maximum total term of two (2) years. Proponents should propose commercially reasonable terms consistent with these requirements and complete the pricing form in Schedule B. At a minimum, the proposal must address:
>
> - confirmation that the proponent accepts the Initial Term and NHC's option for the Extension Term, and any proposed conditions on the exercise of the extension option;
> - base rent, stated monthly and annually, and whether calculated by square foot or otherwise;
> - any additional rent, common-area costs, operating costs, property taxes, utilities or other charges;
> - whether cleaning, garbage removal, snow and ice removal, parking and exterior maintenance are included;
> - responsibility for repairs, maintenance and replacement of building systems;
> - any tenant improvement allowance, landlord work, rent-free fixturing period or other inducement;
> - any proposed rent escalation applicable to the Extension Term;
> - insurance requirements and evidence of the proponent's property and liability insurance; and
> - any material exceptions or qualifications to NHC's requirements.

is deleted and replaced with the following:

> **NHC anticipates entering into a written lease for a term of five (5) years. The lease must provide NHC with the right to terminate the lease at any time during the term by giving the landlord not less than six (6) months' prior written notice. NHC will not be required to pay a termination fee or penalty as a result of exercising this right.** Proponents should propose commercially

reasonable terms consistent with these requirements and complete the Pricing Form in Schedule B. At a minimum, the proposal must address:

- **confirmation that the proponent accepts the five-year lease term and NHC's right to terminate the lease on not less than six (6) months' prior written notice, without termination fee or penalty;**
- base rent, stated monthly and annually, and whether calculated by square foot or otherwise;
- any additional rent, common-area costs, operating costs, property taxes, utilities or other charges;
- whether cleaning, garbage removal, snow and ice removal, parking and exterior maintenance are included;
- responsibility for repairs, maintenance and replacement of building systems;
- any tenant improvement allowance, landlord work, rent-free fixturing period or other inducement;
- **any proposed rent escalation or other adjustment during the five-year term, including the amount or applicable formula and the effective date of each adjustment;**
- insurance requirements and evidence of the proponent's property and liability insurance; and
- any material exceptions or qualifications to NHC's requirements.

## 4. Amendment to Section 6. Evaluation and Selection

The following scoring matrix in Section 6:

| Scored Criterion | Weight | Evaluation Method |
|---|---|---|
| Suitability of premises and functional layout | 30 points | Degree to which the premises meet the room, privacy, security, accessibility and operational requirements in section 3. |
| Total occupancy cost and commercial terms | 35 points | Comparative total occupancy cost over the full two-year term, consisting of the Initial Term and the Extension Term, including base rent, additional rent, utilities, services, improvements, escalation and risk allocation. |
| Location, parking and accessibility | 15 points | Convenience of location, adequacy of staff and visitor parking, private access and barrier-free features. |
| Condition, readiness and occupancy schedule | 10 points | Existing condition, scope and risk of required work, and demonstrated ability to meet the required occupancy date. |

| Scored Criterion | Weight | Evaluation Method |
|---|---|---|
| Lease terms, capacity and performance risk | 10 points | Commercial acceptability of proposed lease terms, authority and capacity to lease the premises, references, and identified performance or property risks. |

is deleted and replaced with the following:

| Scored Criterion | Weight | Evaluation Method |
|---|---|---|
| Suitability of premises and functional layout | 30 points | Degree to which the premises meet the room, privacy, security, accessibility and operational requirements in section 3. |
| Total occupancy cost and commercial terms | 35 points | Comparative total occupancy cost over the full **five (5) year term**, including base rent, additional rent, utilities, services, improvements, escalation and risk allocation. |
| Location, parking and accessibility | 15 points | Convenience of location, adequacy of staff and visitor parking, private access and barrier-free features. |
| Condition, readiness and occupancy schedule | 10 points | Existing condition, scope and risk of required work, and demonstrated ability to meet the required occupancy date. |
| Lease terms, capacity and performance risk | 10 points | Commercial acceptability of proposed lease terms, authority and capacity to lease the premises, references, and identified performance or property risks. |

## 5. Amendment to Schedule B – Pricing and Lease Terms

The following table in Schedule B:

| Item | Proponent Response |
|---|---|
| Initial Term of one (1) year accepted | |
| NHC option to extend for one (1) additional year accepted | |
| Monthly base rent | |
| Annual base rent | |
| Rentable area and rate per sq. ft., if applicable | |

| Item | Proponent Response |
|---|---|
| Additional rent / operating costs | |
| Utilities included / excluded | |
| Property taxes included / excluded | |
| Parking charges | |
| Cleaning charges | |
| Garbage removal charges | |
| Snow and ice removal charges | |
| Rent escalation applicable to the Extension Term | |
| Security deposit, if any | |
| Tenant improvement allowance / landlord work | |
| Rent-free fixturing period, if any | |
| Other charges or qualifications | |

is deleted and replaced with:

| Item | Proponent Response |
|---|---|
| **Five (5) year lease term accepted** | |
| **NHC's right to terminate the lease on not less than six (6) months' prior written notice, without termination fee or penalty** | |
| Monthly base rent | |
| Annual base rent | |
| Rentable area and rate per sq. ft., if applicable | |
| Additional rent / operating costs | |
| Utilities included / excluded | |
| Property taxes included / excluded | |
| Parking charges | |
| Cleaning charges | |
| Garbage removal charges | |
| Snow and ice removal charges | |

| Item | Proponent Response |
|---|---|
| Rent escalation ~~applicable to the Extension Term~~ or other adjustment during the five (5) year term | |
| Security deposit, if any | |
| Tenant improvement allowance / landlord work | |
| Rent-free fixturing period, if any | |
| Other charges or qualifications | |

## 6. Amendment to Schedule D – Proposed Form of Lease

The following paragraph in Schedule D:

> A complete proposed form of lease must be attached before this Tender is issued. At minimum, the lease should address the premises and plans, the one (1) year Initial Term and NHC's option to extend for one (1) additional year (including the manner and timing of notice of exercise), rent and additional rent, HST, utilities, parking, landlord work and tenant improvements, occupancy and fixturing, repair and maintenance, cleaning, garbage removal, snow and ice removal, building access and security, insurance, indemnity, damage and destruction, default and remedies, assignment and subletting, notices, compliance with laws, accessibility, hazardous materials, quiet enjoyment, termination rights, dispute resolution and governing law.

is deleted and replaced with:

> A complete proposed form of lease **must be included with the proposal**. At minimum, the lease should address the premises and plans, **the five (5) year lease term and NHC's right to terminate the lease on not less than six (6) months' prior written notice, without termination fee or penalty**, rent and additional rent, HST, utilities, parking, landlord work and tenant improvements, occupancy and fixturing, repair and maintenance, cleaning, garbage removal, snow and ice removal, building access and security, insurance, indemnity, damage and destruction, default and remedies, assignment and subletting, notices, compliance with laws, accessibility, hazardous materials, quiet enjoyment, termination rights, dispute resolution and governing law.