ONE KIDS PLACE
LA PLACE DES ENFANTS
CHILDREN'S TREATMENT CENTRE
CENTRE DE TRAITEMENT POUR ENFANTS

REQUEST FOR PROPOSAL

Cleaning Services

Issued: Wednesday, April 15, 2026

One Kids Place Children's Treatment Centre
400 McKeown Avenue
North Bay, ON, P1B 0B2

One Kids Place Children's Medical Treatment Centre of Northeast Ontario (OKP) is a regional multi-service agency offering community-based rehabilitation, specialized clinic services, and related supports for children and youth (birth to 19 years) with communication, developmental, and physical disabilities. OKP provides an integrated range of services that address the evolving physical, emotional, and psychological needs of each child. Our services include Physiotherapy, Occupational Therapy, Speech-Language Pathology, Social Work, Therapeutic Recreation, and several specialized clinics, group programs, and camps.
One Kids Place is one of twenty-one children's treatment centres (CTC) in the province of Ontario and employs over 100 staff members while operating four locations, Huntsville, Nipissing, Parry Sound, and Timmins, serving these communities and the surrounding regions. One Kids Place is governed by a volunteer Board of Directors and funding is primarily provided by the Ministry of Children, Community and Social Services (MCCSS) and is a proud member of Empowered Kids Ontario. Additional information can be found on our website www.onekidsplace.ca

One Kids Place Children's Treatment Centre (OKP) is seeking proposals from qualified and experienced vendors to provide professional cleaning services for our **North Bay** location. The selected vendor will support OKP's commitment to maintaining a clean, safe, and welcoming environment for children, families, staff, and visitors.

Reporting Structure
The contracted cleaning team will report to the Facilities Sub-Contractor, who operates under the direct supervision of the Director of Development and Community Engagement. The vendor must be willing to work collaboratively within this structure and follow all OKP policies, procedures, and communication protocols.

Scope of Work
The successful vendor will be responsible for the daily cleaning and maintenance of the OKP North Bay facility. Services must be completed each weekday, beginning at 4:30 p.m., with no weekend work required.

Supplies and Equipment
Cleaning supplies, consumables, and equipment to be provided by vendor.

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Daily Cleaning Duties Include:

- General cleaning of all offices, treatment rooms, meeting rooms, and common areas
- Cleaning and sanitizing washrooms
- Sweeping, mopping, and vacuuming floors
- Emptying garbage and recycling
- Wiping and disinfecting high-touch surfaces
- Maintaining cleanliness of entrances, hallways, and waiting areas
- Spot cleaning walls, windows, and glass as needed
- Any additional routine cleaning tasks required to maintain a safe and hygienic environment.

Proposal Submission Requirements:

Interested vendors must submit a proposal that includes:

- Company profile and relevant experience
- Description of staffing model and supervision
- Pricing structure (hourly, monthly, or annual)
- Proof of insurance and WSIB coverage
- Two references from similar contracts
- Any additional information demonstrating capacity and reliability

Submission Details

- Expression of Interest & Proposal Submission Email: development@onekidsplace.ca
- A mandatory onsite tour is required for all interested vendors.
  Tour dates and times will be provided upon receipt of an expression of interest.
  Proposals will not be considered from vendors who have not completed the tour.
- Submission Deadline: Friday, May 1st, 2026 at 12:00 NOON
- Submission Format: Email submission to deveolpment@onekidsplace.ca
- Contact for Inquiries: Director of Development and Community
  Katharine Strang, ext. 3909

Additional Information

One Kids Place reserves the right to:

- Accept or reject any proposal
- Request clarification or additional information
- All companies must be Canadian based. As a recipient of funding from the Ministry of Children, Community and Social Services (MCCSS), One Kids Place must comply with the Government of Ontario's Broader Public Sector Procurement Directive and the Procurement Restriction Policy. These policies prohibit us from awarding contracts to U.S.-based businesses, except under very limited exceptions. For more information, please refer to the Government of Ontario's Procurement Restriction Policy: https://www.ontario.ca/page/procurement-restriction-policy
- Negotiate terms with the selected proponent