

## REQUEST FOR PROPOSAL- Facilities Management Services

Issued: Wednesday, April 15, 2026

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

**Term of Contract:** June 1, 2026, to May 31, 2028, with option to renew based on performance.

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. 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, 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](http://www.onekidsplace.ca).

One Kids Place (OKP) is seeking proposals from qualified vendors to provide comprehensive Facilities Management Services that support the safe, efficient, and effective operation of our main facility and associated satellite locations in Huntsville and Parry Sound. The selected Facilities Sub-Contractor will be responsible for delivering high-quality, reliable services that ensure our environments remain accessible, well-maintained, and aligned with organizational standards. The successful Facilities Sub-Contractor will report directly to the Director of Development and Community and will be expected to work collaboratively with OKP leadership and staff to meet operational needs.

The successful proponent will deliver a combination of building maintenance, facilities management, health and safety support, receiving/logistics services, and contractor coordination.

### Service Hours and On-Call Expectations

- Be onsite from 8:30AM to 4:30PM daily
- Provide 24/7 on-call support for urgent facility-related issues

### Vendor Qualifications

Proponents should demonstrate:

- Experience in comprehensive facilities management
- Experience managing subcontractors and service agreements
- Knowledge of health and safety regulations (Ontario standards preferred)
- Ability to provide reliable on-call services



## **Scope of Work**

### Building Maintenance

The proponent will provide routine and on-demand building maintenance services, including but not limited to:

- General carpentry repair and replacement
- Small-area painting
- Light bulb replacement
- General daytime cleaning
- Scheduled visits to other One Kids Place locations (Huntsville and Parry Sound)

### Vehicle Maintenance

- Routine vehicle servicing and day-to-day oversight (oil changes, tire changes, fluids)

### Equipment & Systems Maintenance

- Provide day-to-day oversight and management of facility services, including groundskeeping and landscaping, snow and ice removal yard and exterior maintenance, mat services, fire suppression systems, shredding and secure document disposal, pest control services, alarm monitoring, HVAC, heating, and cooling concerns and any additional services assigned by OKP
- Oversee and coordinate routine and scheduled equipment maintenance, including but not limited to therapy and clinical equipment, fire extinguishers, AED units and related safety devices

### Administrative & Operational Support

- Inventory and programming of keys and access fobs
- Room booking coordination and setup, in partnership with IT staff, where required
- Ordering and restocking cleaning supplies and day to day needs
- Responsible for overseeing the subcontracted cleaning team, ensuring that all cleaning routines are completed to required standards, communicating any specific or emerging needs, maintaining fully stocked supplies, and liaising with OKP management to support smooth daily operations.
- Liaison with all specialized maintenance and sub-contractors (example Aquarium, Living wall and trades and service companies.)
- Provide Facility support for events, or gatherings for both internal staff and community partners when needed.

### Health and Safety Support

- Participate in Health & Safety Committee meetings as a committee member, as well as support health and safety initiatives and be responsive to all health and safety concerns in a timely manner.

### Receiving and Logistics

- Receive all deliveries and process packing slips and update records in OKP software
- Notify internal stakeholders upon receipt and deliver items internally to appropriate staff
- Maintain inventory records for valuable assets



- Coordinate shipment of items to satellite locations

## Proposal Requirements

Submissions should include:

1. Company Overview: Background, experience, and relevant projects
2. Service Delivery: Staffing model and roles, service schedule and response times.
3. Pricing Structure: Detailed pricing (hourly rates, fixed fees, or hybrid model), cost breakdown by service category
4. Proof of insurance and WSIB coverage
5. References: At least two comparable clients
6. Value-Added Services: Any additional services or comments
7. Define response times for afterhours requests and escalation procedures

## Evaluation Criteria

Proposals will be evaluated based on:

- Experience and qualifications
- Understanding of scope and service approach
- Cost-effectiveness
- Responsiveness and flexibility
- References and past performance
- 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>

One Kids Place reserves the right to:

- Accept or reject any proposal
- Request clarification or additional information
- Negotiate terms with the selected proponent

## Submission Details

- Email [development@onekidsplace.ca](mailto:development@onekidsplace.ca) to express your interest in learning more or to submit a proposal.
- An onsite tour is mandatory for all interested parties.  
Times and dates will be shared upon receipt of your expression of interest.
- Final submission deadline: **Friday, May 1<sup>st</sup>, 2026, 12:00 NOON**
- Submission format: email to [development@onekidsplace.ca](mailto:development@onekidsplace.ca)
- Contact: Director of Development and Community, Katharine Strang, ext 3909

