

**Morton Community Healthcare Centre (MCHC)
Facility & Tenant Management**

The Lakefield Community Medical Support Foundation is seeking parties or individuals interested in providing facilities management services for the **MORTON COMMUNITY HEALTHCARE CENTRE**, in Lakefield, ON.

MCHC is actively recruiting to contract with a property management company or manager/employee (initial one year term), to provide building maintenance and repair services, tenant management and liaison, and property maintenance, reporting directly to the Lakefield Community Medical Support Foundation's Board of Directors (BOD).

Characteristics of the successful parties will be: experience in property management or a related field; experience working with a non-profit Board of Directors; willingness and ability to become familiar with the Centre's physical plant systems and equipment and their maintenance requirements; and with all applicable regulations; strong organizational and communications skills (verbal, written and computer) and proven interpersonal "people" skills; ability to be on site Monday to Friday, 8:00 a.m. to 5:00 p.m. with 24/7 coverage in case of emergency.

Interested parties are invited to obtain more detailed specifications of required services, preliminary potential scope of engagement, mandatory requirements and next steps at www.lakefieldhealthcentre.ca.

Please submit tenders/resumes, references and cover letter to:

The Search Committee

Lakefield Community Medical Support Foundation

P.O. Box 39

Lakefield, ON K0L 2H0

or e-mail to info@lakefieldhealthcentre.ca (Att: Search Committee)

Closing date: January 20th, 2010 – Salary/contract range is commensurate with experience.

Neither lowest nor any expression of interests, bid or proposal for provision of services to MCHC necessarily accepted. MCHC reserves right to withdraw or cancel invitation for expressions of interests or consideration of proposals by potential contractors/individuals at any time.