

# Request for Quote

*THIS IS NOT A PURCHASE ORDER*

## Office Furniture for Fisher Expansion

Wingham & District Hospital  
270 Carling Terrace  
Wingham, ON  
N0G 2W0

Listowel Memorial Hospital  
255 Elizabeth Ave  
Listowel, ON  
N4W 2P5

Please visit us at our new website [www.lwha.ca](http://www.lwha.ca)

## Submission Details

### Submission Deadlines

All submissions for responding to this request must be submitted electronically to the below contacts no later than:

January 24, 2024

It is important to provide a response for each section in this RFQ.

### Submission Questions and Clarifications

You may contact the following persons if you have any questions or require clarification on any topics covered in this Request for Quote:

Shelley Reinhardt  
Manager Supply Chain and Projects  
Listowel Wingham Hospitals Alliance  
Phone: 519-357-3711 x 6396  
Cell: 519-292-6277  
Shelley.reinhardt@lwha.ca

Electronic responses via email will be accepted.

## Introduction and Executive Summary

LWHA is seeking quotes for office furniture for a two storey expansion to our Fisher Family Care Center at 185 Inkerman St in Listowel.

A site visit could be scheduled if there is interest, and will be offered to all that are getting this RFQ at the same date and time, but none of these spaces are built. Please advise if requested.

## Business Overview & Background

Please visit us at [www.lwha.ca](http://www.lwha.ca)

## Selection Criteria

Our final selection will be based on your response to each section in this RFQ.

Instructions:

1. Quotations will not be considered unless this document is returned completed and signed.
2. If unable to quote, please return form advising to that effect.
3. LWHA reserves the right to accept or reject all or any part of this quotation.
4. If you have any questions please contact Shelley Reinhardt.
5. Complete a quotation for the goods or services listed in Section 1 – Scope of Work
6. Respond to the terms and conditions Section 3 – Terms and Conditions

## Section 1 - Scope of Work

See attached spreadsheet.

Pictures of existing furniture are below.

We need to match existing colours as close as possible, samples may be requested.

## Section 2 - Quote Breakdown

Quote should be broken out and an individual cost shown for each item per room, and your response must be submitted in the excel attachment.

## Section 3 - Terms and Conditions

Incoterms 2010- EXW Wingham, ON

Contractors are required to have \$5 million liability insurance and provide proof of this. WSIB is also a requirement and proof must be provided.

LWHA reserves the right in its sole discretion to request clarification and/or further information from one or more prospective suppliers after closing without becoming obligated to offer the same opportunity to all prospective suppliers.

LWHA reserves the right in its sole discretion to negotiate modifications to any quotation received without becoming obligated to offer to negotiate with any other prospective supplier.

LWHA intends that a signed contract and purchase order for this project will be executed with the chosen supplier prior to any portion of the service being provided. We are not likely to purchase everything that is quoted at this time.

## Section 4 - Acceptance Criteria and Payment

100% invoiced after installation, Net 30

Acceptance is defined as being signed off by project manager that all items purchased installed and operating.

Complete Questionnaire below:

1. Quotation in Canadian Dollars?
2. Is the electrical equipment CSA or equivalent approved?
3. Are controlled goods involved (e.g. radioactive, alcohol, hazardous)?
4. If yes to item 3 above have you included MSDS?
5. Are permits or other certifications required?
6. Are your warranties clearly described?
7. What cleaning products can be safely used on your product?
8. Are there any services required – electrical, cabling, water pressure, temperature, etc. I believe there will be electrical requirements for sit/stand desk, etc.
9. What is your project timeline for completion? What is lead time? Please specify the last order date for delivery July 2025.
10. Where is your product serviced from?
11. How long is your quote firm for? We are not likely to buy this all at once, but may need to purchase over the next 3-5 years. How long can you hold your pricing for?
12. We will not need this furniture until about July 2025, please confirm you can store until we require. Date to be confirmed for move in.
13. You will be expected to deliver, set up and install all and remove all waste from site. Please note we do not have a dock.

14. Please accept payment terms as defined above.

Acknowledgement:

Company Name \_\_\_\_\_ Date \_\_\_\_\_

I/We \_\_\_\_\_ the undersigned hereby declare and acknowledge:

That I/we have examined, and agree to, the terms and conditions contained in this RFQ.

That full disclosure has been made of any conflict of interest or potential conflict of interest.

That I/we have marked as "confidential" all information so deemed by us.

Contact Information:

Address:

Phone:

Fax:

Email:

Signature:

Date:

Evaluation criteria, each response will be evaluated based on the below.

Criteria	
Is this documented completed in full, as requested  Excel response, payment terms, etc.	Yes = 50 points  No = 0
Pricing	Lowest bidder 50 points  And then prorated based on lowest
Quality	Colour match to existing = 50 points

---

Total Available Points	150
------------------------	-----

<b>Section 5 - Reference Documents</b>
--

Please see pictures below of existing. Furniture needs to match as close to existing as possible.

Meeting Room:

Dr Office Desk & Task Chair (Stationary Desks should include the option of the overhead storage):

Staff sit stand desk

Waiting Room:



Lounge Chair – Patient Chair (with arms)

Excel workbook

- Please provide your pricing in this spreadsheet

Architectural Drawings

- So you can see layout