

# Request for Quote

THIS IS NOT A PURCHASE ORDER

# **EVS / Laundry Entrance Repairs**

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

Please visit us at our new website www.lwha.ca

Request for Quote

#### **Submission Details**

#### **Submission Deadlines**

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

July 4, 2025

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 of Supply Chain / 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 EVS and Laundry Entrance Repairs.

This will involve concrete removal and replacement as well as drain work. Full scope is below.

# **Business Overview & Background**

Please visit us at www.lwha.ca

#### **Selection Criteria**

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

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#### 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. A mandatory site visit will be held on June 18<sup>th</sup> at 10am. Please meet us at the back doors off of Catherine Street.
- 5. Quotations are due back to Shelley Reinhardt by July 4, 2025 noon.
- Complete a quotation for the goods or services listed in Section 1 Scope of Work
- 7. Respond to the terms and conditions Section 3 Terms and Conditions

#### Section 1 - Scope of Work

Cut, Chip and remove concrete
Install new metal trench drain complete with metal grading parallel to doors
Tie into existing drain below
Reinstall trench drain
Form and pour finish concrete (standard exterior concrete specifications)

Timing - completion before November 1

Allowance: Metal Decking Allowance \$5000 (this will be carried over quote in the case that it needs replaced after concrete is removed)

#### Section 2 - Quote Breakdown

Please quote all in, excluding the allowance that is specified.

#### **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. Please provide if you are not already an approved supplier.

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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.

## **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. Are there any services required electrical, cabling, water pressure, temperature, etc.
- 8. What is your project timeline for completion?
- 9. Where is your product serviced from?
- 10. 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 a	nd conditions contained in this RFQ.

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

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

**Contact Information:** 

Address:

Phone:

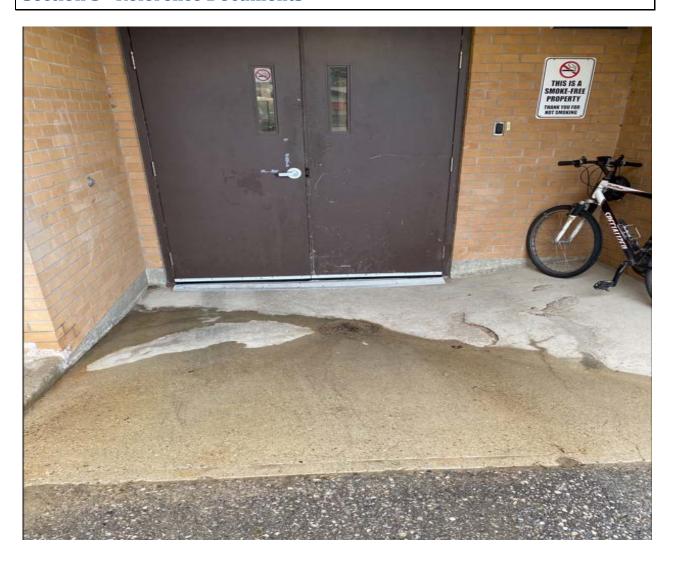
Fax:

Email:

Signature:

Date:

# **Section 5 - Reference Documents**



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## **Section 6 - Evaluation**

Decision will be made based on the below criteria:

Evaluation Criteria		
Attended Site Meeting	Mandatory	Yes/No
Pricing	80%	
Local Supplier (within 30 km)	20%	
Can meet timeline (completion before November 1)	Mandatory	Yes/No