



Request for Quote

THIS IS NOT A PURCHASE ORDER

EVS / Laundry Entrance Repairs

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

Please visit us at our new website 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:

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.

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 18th 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.
6. 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.

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 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:

Section 5 - Reference Documents



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