



# Request for Quote

*THIS IS NOT A PURCHASE ORDER*

## SNOW REMOVAL SERVICES \* Winter 2025/2026

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:

June 27 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:

Krista Robinson  
Junior Purchaser  
Listowel Wingham Hospitals Alliance  
Phone: 519-357-3210 x 6398  
Krista.robinson@lwha.ca

Electronic responses via email will be accepted.

## Introduction and Executive Summary

LWHA is seeking quotes for snow removal at both of our hospitals.

You can quote one hospital or both hospitals.

Contract Samples are attached to this RFQ.

If site visit is required, please coordinate with Krista Robinson.

## 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 Krista Robinson.

Quotations are due back to Krista Robinson by June 27 2025.

We will evaluate your response with the below criteria:

Local supplier	25%
Insurance & WSIB provided	Mandatory
Response to each section of this RFQ	25%
Financials	50%

## Section 1 - Scope of Work

*Please review contract samples attached in full detail for scope of contract*

## Section 2 - Quote Breakdown

Quote should be broken out per the below, you may count only one location:

Service	Listowel	Wingham
Hourly Rate		

Hourly Rate (Loader)		
Salt & Sand Hospital Lot		
Salt & Sand Royal Oaks Lot		
Salt and Sand Fisher Clinic Lots		
Other: you add as appropriate		
Parking Lot Sweeping		

### 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.

### Section 4 - Acceptance Criteria and Payment

100% invoiced monthly, 2% Net 15 or 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. Snow logs/Service Logs are required – see notes in contract. How will you meet this requirement?

3. Can you confirm what equipment you have, how many employees you have. How will you meet our needs during times of heavy snow or ice? (for example: we get a foot of snow, and need to have all lots done at the same time, do you have manpower to do this?)
4. Will you need to use any products that are controlled substance? If yes, have you included MSDS?
5. Are permits or other certifications required? Please confirm your insurance and WSIB, and provide copy.
6. We have response time of 15-30 minutes in the contract, are you able to confirm that you will have no issues meeting this? Do you have staff available 24x7? Please explain how this process will work?
7. If you are a new potential supplier to LWHA, please provide snow removal reference contacts with your response.

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

Please see the attachments.

[Listowel Winter Maintenance](#)

[Wingham Winter Maintenance](#)