



# Request for Quote

*THIS IS NOT A PURCHASE ORDER*

## MAGLOCK INSTALLATION (ONE DOOR)

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

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:

December 26 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: 519-291-3120 x 6398  
Krista.robinson@lwha.ca

Electronic responses via email will be accepted.

## **Introduction and Executive Summary**

WDH is seeking quotes for Maglock door

Required engineering scope

1 Engineered drawing

Provide a complete engineer-designed and engineer-stamped drawing package that includes:

Exact location of the maglock on the identified door

Electrical and wiring requirements

Integration with fire alarm system (fail-safe release, emergency egress compliance)

Hardware specifications (maglock, REX device, door position switch if required)

Any structural, electrical, or life-safety considerations related to the installation

Clear code references demonstrating compliance with:

Ontario Building Code, Ontario Fire Code, and CSA and life safety standards

If site visit is required, please coordinate with Michelle Wick or Kevin Hogg. Email address's  
[michelle.wick@lwha.ca](mailto:michelle.wick@lwha.ca) or [kevin.hogg@lwha.ca](mailto:kevin.hogg@lwha.ca)

## **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.
5. Quotations are due back to Krista Robinson by December 26, 2025
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**

***The Listowel Wingham Hospital Alliance (LWHA) is requesting a quote for engineered drawings, prepared and stamped by a licensed Professional Engineer, to support a building permit application for the installation of one (1) maglock door at the Wingham Hospital site.***

***The selected engineering firm shall provide a complete engineer-designed and engineer stamped drawing package that includes:***

- ☒ Exact location of the maglock on the identified door

- ☒ Electrical and wiring requirements
- ☒ Integration with the fire alarm system, including:
  - Fail-safe release
  - Emergency egress compliance
- ☒ Hardware specifications, including:
  - Maglock
  - Request-to-Exit (REX) device
  - Door position switch (if required)
- ☒ Identification of any structural, electrical, or life-safety considerations
- ☒ Clear code references demonstrating compliance with:
  - Ontario Building Code
  - Ontario Fire Code
  - CSA and life-safety standards

## **Section 2 - Quote Breakdown**

Engineering work – door hardware integration, electrical and wiring design, fire alarm integration

Code Review & Compliance Documentation – OBC, OFC, CSA references

Engineering Drawings – draft drawing package, final engineer stamped drawings (PDF), Revisions (if required by Municipality), cost per revision or included in fee

## **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.

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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**

Evaluation team will be:

Kevin Hogg

Michelle Wick

Krista Robinson

We will be evaluating based on the criteria below, award will be to highest overall score.

Heading	Description	Score
Complete response and completed RFQ template sent back from Section 4	Mandatory 10%	Pass/Fail
Pricing	80%	
Turn around	10%	