SPECIFICATIONS FOR

TENDER # 0171-0919

SUPPLY OF TWO
AUTOMATED UNIT DOSE PACKAGING SYSTEMS
FOR WESTERN HEALTH

CLOSING DATE: 7 May 2009
CLOSING TIME: 11:00 AM (Newfoundland Time)
Invitation to Tender for Two Automated Unit Dose Packaging Systems

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Two Automated Unit Dose Packaging Systems for the Western Regional Health Authority (Western Health) at the Western Memorial Regional Hospital.

This Tender is concerned with the acquisition of Two Automated Unit Dose Packaging Systems for the Western Memorial Regional Hospital with consideration of the following:

- Ongoing service and maintenance support.
- All manuals, documents and initial supplies.
- The right to reproduce any printed materials supplied with the product for the purpose of using the product.
- Training and training manuals.
- Future enhancement availability.

1.1.1 Western Health reserves the right to order additional units at the same price for a period up to and including 31 December 2009.

1.2 Client Background

Western Health was established in 2005 and is responsible for the delivery of Health and Community Services in the Western Region.

1.3 Vendor Response
1.3.1 Vendor’s tender must contain an Executive Summary which shall contain:
   a. A brief description of the product being quoted.
   b. The name, title and address of the Vendor’s representative responsible for the preparation of the Tender.

1.3.2 All prices quoted for goods and services must be specified in Canadian dollars, FOB Western Memorial Regional Hospital. All Tenders will be held to be valid for ninety (90) days following the Tender closing date.

1.3.3 Tenders must be received in full on or before the exact closing time and date indicated. **TENDERS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

1.3.4 All costs relating to the work and materials supplied by the Vendor in responding to this Invitation to Tender must be borne by the Vendor.

1.4 **Release of Information**

1.4.1 **While Tender is Open:**

   The names of individuals or companies who have picked up the tender documents will *not* be released.

1.4.2 **At Tender Opening:**

   Only the names of the bidders will be read out.

1.4.3 **After Tender Opening:**

   1. No further information will be released until after the contract is awarded.
   2. After award, only the name and bid price of the successful bidder will be made available.
   3. Information will be made available for a 90 day period only.
   4. Successful Awards will be posted on Web Site.

1.4.4 **FYI, Statements that are included as part of our Tender calls:**

   While bidders are welcome to attend the public opening, please be advised that it is not our policy to release bid information. Only the names of the bidders will be released.
1.5 **Communication During Tendering**

1.5.1 All communications with Western Health with respect to this invitation to Tender must be directed in writing to the attention of:

Mr. John Piercey  
Regional Director, Materials Management  
Western Health  
P.O. Box 2005  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 634-2649  
Email: johnpiercey@westernhealth.nl.ca

1.5.2 Western Health may, during the assessment period, request meetings with the Vendors to clarify points in the Tender. No changes by the Vendor will be permitted after the Tender closing date.

1.5.3 Faxed Tender responses will be accepted with the condition that the original Tender documents are received at Western Health’s Materials Management Department no later than **Five** working days following the Tender closing date.

1.5.4 All bids must be sent in a sealed envelope clearly marked with Tender Name and Number to: Materiels Management Department, Western Health, Western Memorial Regional Hospital, Lower Level, P.O. Box 2005, Corner Brook, NL A2H 6J7.

1.5.5 Bids submitted by electronic transmission (e-mail) will not be accepted.

1.5.6 Companies submitting fax Tenders are doing so at their own risk and the fax Tender must be at the public opening as specified in the Tender information. This Authority will not be responsible for in-house courier services if companies submit quotations by fax machine. The time stated on the fax Tender will become null and void since it is the responsibility of the company placing the Tender to have their Tender at the public opening, therefore, this Authority will not be responsible for any damages or liabilities.

1.5.7 In order to contribute to waste reduction and promote environmental protection, the Western Health will endeavour to acquire goods and services that support these principles, therefore, product(s) quoted should include:
- maximum level of post-consumer waste and/or recyclable content
- minimal packaging
- minimal environmental hazards
- maximum energy efficiency
- potential for recycling
- disposal costs
- must not reduce the quality of the product required or affect the intended use of the product
- must not significantly impact the acquisition cost

1.5.8 Are the quoted price(s) on this tender (where applicable) available to our employees?

Yes ☐   No ☐   N/A ☐

Administratively the Western Integrated Health Authority will not be involved in ordering, servicing, warranty and payment; the employee(s) would deal directly with the company.

1.6 **Tender Acceptance**

1.6.1 Any acquisitions resultant from this invitation to Tender shall be subject to the Public Tendering Act.

1.6.2 The Tenders shall be opened in the Private Dining Room at The Western Memorial Regional Hospital on the scheduled date and time.

1.6.3 Any Tender may be accepted in whole or in part. The lowest Tender may not necessarily be accepted and Western Health reserves the right to cancel the Tender call. Western Health shall not be held responsible or liable for the payment of any costs that are incurred by the bidder in preparing a Tender in response to this invitation to Tender.

1.7 **Warranty**

The Vendor shall warrant that the product supplied to Western Health shall equal the published specifications.

The Vendor shall provide no less than a 1-year warranty on the system. The Vendor agrees to provide free of charge all parts and labour necessary to repair the system during the first year of operation.
2.0 **Product Specifications**

2.1 Medical Device License Number for the product tendered ________________

2.2 Shall have up to 384 canisters.
2.3 Shall have calibrated canisters supplied with desiccants.
2.4 Shall have barcode verifications replenishment.
2.5 Shall have packaging speed up to 65 pks / minute for unit dose and 45 pks / minute for multiple dose.
2.6 Shall be able to produce narrow and standard packages.
2.7 Shall have minimum 9 lines of print / text per package plus barcode.
2.8 Shall have barcode Type 39, 128, PDF417.
2.9 Shall have interchangeable packaging unit for quick service.
2.10 Shall be capable of producing inventory and dispensing activity reports.
2.11 Shall be able to be interfaced with Meditech System.
2.12 Shall include necessary operating system, client computer, 17” monitor, modem, printer and all cables and connections.
2.13 Shall include a server with UPS.
2.14 Shall include software and operating manuals.
2.15 Shall include operating training for 2 operators per unit, including tuition, training accommodations and travel expenses.
2.16 Shall include replenishment kit with auto scale and barcode scanner interfaced with system.
2.17 Shall have drug and site planning consultation, including technology consultant, interface consultant, pharmacy consultant and project manager.
2.18 Shall include long term price on consumable, including USP Class B narrow paper, standard paper, narrow and wide ribbons.
2.19 Shall have technical remote access support.
2.20 Shall include long term pricing on canister calibration.
2.21 Shall include shipping and handling.
2.22 Shall have canister refill accuracy at least 99.99%.
2.23 Shall be CSA approved.
2.24 Shall be equipped with reinforced casters.
2.25 Shall use standard power AC 115 V.
2.26 Shall include all available specialized tools required to service unit.
2.27 Shall have universal packaging tray for exceptions.
2.28 Shall include removal of old packaging system and Vendor to advise trade in allowance. $ ____________________

**Provide Pricing as an Option:**

2.29 Shall include as an option, Biomedical Training for 1 Biomedical Technician, including tuition, training accommodations and travel expenses. $ ____________________
2.2 Information Systems Interface

Does your equipment have the ability to interface with the Meditech Magic Health Information System? If yes:

- Must be able to interface to Meditech Magic 5.4 and higher using a HL7 interface. Upon request, Western Health will provide prospective bidders with Meditech’s “HL7 Other Vendor Patient Monitor to Meditech Nursing” specification document (current version 2.3, Ref. R301) or similar documents for other Meditech modules.

- Must provide an overview of which Meditech modules your system interfaces with, the data fields which flow through the interface and whether it is uni or bidirectional.

- Should provide a Meditech MAGIC reference site that is LIVE with this interface.

- Must identify any additional vendor costs associated with implementation of the interface.

Does your equipment require, or have the capability of, residing on Western Health’s data network? If yes:

- Must use true TCP/IP for system communications. Systems must be able to run in an IP routed environment and must not depend on bridging traffic between sites.

- Must identify # of IP addresses required by the system.

- If remote access into WRHA network is required in order to provide support for the system, it must have strong security controls. Describe your network requirements and security mechanisms for remote access (outside the Corporate WAN).

- Provide an overview of any user tools (e.g. web-based portal) available to Western Health for monitoring the status of the equipment and for potentially modifying or servicing same.

3.0 Presentation / Training / Service

3.1 Presentation

A presentation of the Tender and / or a demonstration of the product / system shall be provided, if requested, at the Vendor’s expense.

3.2 Training

The Vendor shall provide on-site training to staff in the use of the Automated Unit Dose Packaging Systems. All costs associated with this training shall be included in the total Tender price. The length of such training shall be what is reasonably required to train the users of the equipment and shall be documented.
3.3 **Service**

3.3.1 The Vendor shall confirm in writing that Parts and Labour will be available for the quoted system for not less than nine (9) years after the warranty period.

3.3.2 The Vendor shall provide as an option, pricing for a one-year Service Contract including all parts and labour.

3.3.3 The Vendor shall provide all Service and Parts manuals required to service the equipment.

3.3.4 The Vendor shall agree to provide factory training for One in-house Biomedical Technologist, employed by Western Health, for the purpose of maintaining the **Automated Unit Dose Packaging Systems**. Such training shall be equal to the training provided to the Vendor's own service staff. All costs associated with this training, including travel, accommodations, meals and tuition shall be included in the Tender price.

4.0 **Product History and Vendor Reputation**

4.1 The Vendor shall provide a list of three (3) organizations where a similar Unit has been installed. Include a contact person for each organization.

5.0 **Financial Considerations**

5.1 All applicable taxes shall be indicated in the Tender.

5.2 The cost for installation, initial set-up and programming shall be included in the Tender price.

5.3 All costs for training shall be included in the Tender. This includes any travel, meals and accommodation.

5.4 **Terms of Payment**

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by Western Health. Acceptance testing will be completed within 30 days following the complete installation of the system.
6.0 Vendor Confirmation (please sign)

I confirm that our Tender meets or exceeds the specifications detailed in this invitation to Tender. I also confirm that all specifications are included in the quoted price. Any items that are optional are noted accordingly.

Signed

Title

Company Name

Address

Phone

Tender Price $ _______________  Tax Extra  Yes _____ No _____
# TENDER CHECKLIST

## TENDER #0171-0919

### DID YOU INCLUDE

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<tr>
<th>Requirement</th>
<th>Yes □</th>
<th>No □</th>
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<tr>
<td>Has tender submission been signed</td>
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<tr>
<td>Copy of required tender documents</td>
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<td>Copy of brochures (if requested)</td>
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<td>Copy of WCB letter of good standing (if required)</td>
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<td>Amount of tax noted on Request for Quotation form</td>
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<td>Optional pricing for training included</td>
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**Note:** Tender responses may be rejected if you answer “No” to any of the above questions.