



**SPECIFICATIONS FOR**

**TENDER #0171-0957**

**SUPPLY OF DINING AND BEDROOM FURNITURE**

**FOR WESTERN HEALTH**

**CLOSING DATE: 28 November 2009**

**CLOSING TIME: 11:00 AM (Newfoundland Time)**

# WESTERN REGIONAL HEALTH AUTHORITY

## Invitation to Tender for the Supply and Installation of Office Furniture

### 1.0 General Provisions

#### 1.1 Intent

This invitation to Tender is intended for the Supply and Installation of Furniture (as listed below) for the Western Regional Health Authority new Long Term Care Centre, 40 University Drive, Corner Brook, Newfoundland. Western Health is seeking to purchase high quality, long lasting furniture that is well suited for a long term care facility environment. Preference will be given to the bidder that offers a product that provides a high level of safety, durability, and suitability for a long term care facility. The successful vendor will be responsible for delivering the products to the New long term Care Centre at 40 University Drive, Corner Brook, NL, setting up the furniture for use in the proper locations, and removing packaging material from the site.

#### 1.2 Client Background

The Western Regional Integrated Health Authority was established in 2005 by the Government of Newfoundland and is responsible for the operation of nine health care facilities as well as all community based health services on the Western Region of Newfoundland.

#### 1.3 Vendor Response

1.3.1 Vendor's tender should 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 Corner Brook site and 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 Communication During Tendering

- 1.4.1 All communications with the Western Regional Integrated Health Authority with respect to this invitation to Tender must be directed in writing to the following person:

Mr. John Piercey  
Regional Director, Materiels Management  
Western Regional Integrated Health Authority  
P.O. Box 2005  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 634-2649  
Email: [jpierc@healthwest.nf.ca](mailto:jpierc@healthwest.nf.ca)

- 1.4.2 The Western Regional Integrated Health Authority 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.
- 1.4.3 Faxed Tender responses will be accepted with the condition that the original Tender documents are received at the Western Regional Integrated Health Authority's Materiels Management Department no later than **Five** days following the Tender closing date.
- 1.4.4 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. You may call the purchasing department to confirm a fax tender has been received.

## 1.5 Tender Acceptance

- 1.5.1 Any acquisitions resultant from this invitation to Tender shall be subject to the Public Tendering Act.
- 1.5.2 The Tenders shall be opened in the Dining Room at The Western Memorial Regional Hospital on the scheduled date and time.
- 1.5.3 Any Tender may be accepted in whole or in part. The lowest Tender may not necessarily be accepted and The Western Regional Integrated Health Authority reserves the right to cancel the Tender call. The Western Regional Integrated Health Authority 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. The items bid must be suitable for a level III and Level IV long term care facility.

## 1.6 Warranty

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

The Vendor shall indicate the full details of product warranties which can be taken into account for assessing suitability of tendered product for intended purpose. The Vendor agrees to provide free of charge all parts and labor necessary to repair the supplied units during the Warranty period.

## 2.0 Product Specifications

### 2.1 Bed Side Cabinets (3 Drawers)-

- The quantity of bedside cabinets required is 236.
- The size should be Minimum 21.5" W x 19" D x 29.5H
- They must have three drawers with ABS strong plastic insert or equivalent.
- The bedside cabinets must be made of minimum medium density laminate with vinyl or thermo foil wrap material. The side panels and toe kick must be minimum  $\frac{3}{4}$  Inch thick and must extend to the within a  $\frac{1}{4}$ " of the floor. Joins must be supported with durable steel brackets or equivalent.
- The night tables should not have any sharp corners or edges. They must be considered safe for use in a long term care setting by Western Health professional staff – samples may be required to confirm such.

- The table tops and edges must be sealed such as not have any seams and must be easy to clean/disinfect.
- The drawers must be inset design and have a minimum 75 lb weight capacity rating. The drawer faces must be a raised panel design or similar router style design.
- The units must have a large D shaped flexible handles that are easy for residents with limited hand functioning to use.
- All drawer hardware must be European style steel tracks and glides.
- The cabinets must have two back casters and two front glides that make it easy for cleaning staff to move.
- The vendor should have a light wood color available, which is similar to the build in furniture in the in the new building.
- The cabinets should have a minimum seven year product warranty against any manufacturing defects.

## **2.2 Wing Back Chairs**

- The Quantity required will be up to 100.
- The Wing Back Chair should must be a fully upholstered chair within the following dimensions: H 39" to 44" , W 29" to 32" , D 30" to 32" , seat height 18" , Arm Height 23.5" to 24.5" and minimum 4" seat cushion.
- The frame of the chairs must be constructed from solid hardwood.
- The foam used to construct the seat, back and arm wraps must be a high density (rated for a minimum 2.7 Lbs /cu. Ft.) fire retardant material. The fire retardant material must meet all applicable standards doe healthcare use in Canada. The seat foam must be minimum 4 " thick.
- The covering material must be a high quality water proof, leather like. health care vinyl with a minimum 500,000 double rub abrasion rating. The successful bidder will be required to supply sample sheets for color selection by a designated consultant.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and/or seeping into the interior of the chair. It must have a removable seat cushion that is held in place Velcro and does not easily slip out of place with normal use.
- The arms must be such as to permit residents to easily brace and push themselves when getting in and out of the chair.
- The Chair must be available a colors that suit the décor and color scheme of the building.
- The Legs must have H frame bracing.
- The glides must be non-Skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

### **2.3 Wooden Frame Dining Chairs with Arms**

- The quantity required is up to 168.
- The Chair must have an upholstered back and seat and be the following dimensions: H 33, W 23", D 23.5", seat height 18", Seat Width 19-20" and seat depth 18.5-19.5". The arm height must 24" from the floor .
- The frame of the chairs must be constructed from solid hardwood with and steel L bracket supports for the back and seat panels. The chairs should be made using mortise and tenon construction methods. The legs should be minimum 1 x 1 3/4" thick.
- The foam used to construct the seat and back must be minimum 1.5" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada. The seat and back must be attached such that they easily replaced if seat material is damaged.
- The backrest panel must be contoured and the top must rounded with no sharp edges.
- The covering material must be a high quality water proof health care vinyl with a minimum 250,000 double rub abrasion rating.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.
- The arms must be solid hard wood and such as to permit residents and visitors to easily brace and push themselves when getting in and out of the chair.
- The Chair must be available a colors that suit the décor and color scheme of the building.
- The Legs must have H frame bracing.
- The glides must be non-skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

### **2.4 Dining Tables**

- The quantity required is up to 52.
- The dining tables must be wheel chair accessible.
- The sizes required are: 48 "x 48". The tables must be 29" H and table top mimimum1" thick.
- There is a requirement for up to 24 of the tables to have inward curved corners to permit caregivers to sit in an ergonomic position while assisting residents in feeding. Please indicate separate pricing if different form above.
- The tables must be made from a high quality thermally fused laminate with minimum 1" thick with 3mm PVC edging of matching color. The edging must be glued and non removable. The corners must be rounded and top edges must not be sharp.
- The tables must have heavy duty steel tubular legs that are attached via screws into predrilled metal inserts. The legs must be a minimum 2" diameter and be available in various color finishes.

- The floor glides must be adjustable to a 1.5" range.
- The tables must have a minimum 7 year warranty from any defects.
- The tables must be wheel chair accessible.

## **2.5 Over bed Tables**

- The quantity required is up to 236
- The over bed table must have an automatic gas cylinder lift mechanism.
- The table must move up and down smoothly such that food and drinks do not spill when being put into the desired position. Users must be able to lower and lift the table with one hand.
- The over bed tables must have locking casters,
- The tables must have a U-shaped base which provide 2 inch under bed clearance.
- The table top must be minimum 18"x 32" with a up and down travel range of Minimum 26" to 40"
- The table top must have non-spill urethane edges and handles for staff to push and place into position.
- The warranty must be minimum 2 years against any defects.

## **2.6 Sleeper Chairs**

- The quantity required is up to 10.
- The chair must be a sleeper chair specifically designed for hospitals and Long term chair facilities for overnight visitors. The chair must slide down into a sleep position without having to remove cushions.
- The Chair should must be a fully upholstered chair and be within the following dimensions: H 37-44" , W 31-34" , seat height 18-19". The Seat width between the arms must be a Minimum of 24". Weight Capacity up to 300 lbs
- The frame of the chairs must be constructed from steel and of durable design and build.
- The foam used to construct the seat and back must be minimum 3" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada.
- The covering material must be a high quality water proof, leather like. health care vinyl with a minimum 500,000 double rub abrasion rating.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.
- The arms must have hardwood tops and be such as to permit residents or visitors to easily brace and push themselves up when getting in and out of the chair.
- The Chair must be available a colors that suit the décor and color scheme of the building.
- The chair must have four locking casters with 360 degree swivel capability.
- The chairs must have a minimum 5 year warranty from any defects.

## **2.7 Bariatric Chair**

- The quantity required is up to 4
- The Chair should must have an upholstered back and seat and be within the following dimensions: Minimum H 32", Minimum W 36", Minimum D 24" , seat height 18" . Must have minimum 800lb weight capacity.
- The frame of the chairs must be constructed from solid hardwood with steel supports. The chairs should be made using mortise and tenon construction methods with glued in screws and extra supports. The legs should be minimum 1 1/4" thick.
- The foam used to construct the seat must be minimum 3" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada.
- The covering material must be a high quality water proof health care vinyl with a minimum 500,000 double rubs abrasion rating.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.
- The arms must be such as to permit residents and visitors to easily brace and push themselves when getting in and out of the chair.
- The Chair must be available a colors that suit the décor and color scheme of the building.
- The Legs must have H frame bracing.
- The glides must be non-Skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

## **2.8 High Back Flexible Resident Chairs**

- The quantity required is up to 20
- The Chair should must have an upholstered back and seat and be within the following dimensions: Minimum H 46", Minimum W 25", Minimum D 26", seat height 18". The Seat width between the arms must be a Minimum of 20".
- The frame of the chairs must be entirely constructed from solid hardwood and of durable design and build. The chairs should be made using mortise and tenon construction methods. The legs should be minimum 1 1/4" thick.
- The foam used to construct the seat and back must be minimum 2" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada.
- The covering material must be a high quality water proof, leather like. health care vinyl with a minimum 500,000 double rub abrasion rating.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.



- The arms must be such as to permit residents and visitors to easily brace and push themselves up when getting in and out of the chair. They must be smooth rounded and rounded on the end.
- The Chair must be available in colors that suit the décor and color scheme of the building.
- The back must be designed to allow residents to gently rock back and forth with minimal effort.
- The glides must be non-Skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

## **2.9 Low Back Wooden Frame Side Chairs**

- The quantity required is up to 40.
- The Chair should must have an upholstered back and seat and be the following dimensions: H 32-34", W 24 ". The seat height 18", Seat Width Minimum 19" and seat depth 18.5". The arm height must 24" from the floor.
- The frame of the chairs must be constructed from solid hardwood with and steel L bracket supports. The chairs should be made using mortise and tenon construction methods. The legs should be minimum 1 1/8" thick.
- The foam used to construct the seat and back must be minimum 1.5" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada. The seat and back must be replaceable.
- The covering material must be a high quality water proof health care vinyl with a minimum 250,000 double rub abrasion rating.
- The seat must be very easy to clean and disinfect. There must be MINIMUM 1" spacing between the seat and back. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.
- The arms must be such as to permit residents and visitors to easily brace and push themselves when getting in and out of the chair. They must be smooth rounded and rounded on the end.
- The Chair must be available in colors that suit the décor and color scheme of the building.
- The Legs must have H frame bracing.
- The glides must be non-skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

## **2.10 Stacking Tubular Steel Frame Chairs**

- The quantity required is up to 40 chairs.
- The chairs must have a minimum 1" tubular steel frame, 16 gauge steel,
- Must have upholstered back and seat. The upholstery material must have a minimum 250,000 double rub durability rating.
- The chairs within the following dimensions: Minimum H 32 , Minimum W 20", Minimum D 24" , seat height 18". The Seat width between the arms must be a Minimum of 19".

- The arms caps must have a polyurethane coating.
- The chairs must be able to stack to a minimum five high.
- The chairs must have a minimum 5 year warranty.
- The foam for the seat and back must be high density foam 1.25" thick.

### **2.11 Visitor Room Chairs**

- The quantity is up to 226.
- The Chair should must have an upholstered back and seat and be within the following dimensions: Minimum H 33" , Minimum W 24.5 " , Minimum D 24" , seat height 18". The Seat width between the arms must be a Minimum of 20".
- The frame of the chairs must be constructed from solid hardwood and of a sturdy, durable design and build. The chairs should be made using mortise and tenon construction methods. The legs should be minimum 1 1/4" thick.
- The foam used to construct the seat must be minimum 3" thick high density fire retardant material. The fire retardant material must meet all applicable standards for healthcare use in Canada.
- The covering material must be a high quality water proof health care vinyl with a minimum 500,000 double rub abrasion rating.
- The seat must be very easy to clean and disinfect. The chair must be suitable and comfortable for a long term care facility and the seat must be designed to prevent any liquid spills or body fluids from holding up and seeping into the interior of the chair.
- The arms must be such as to permit residents and visitors to easily brace and push themselves when getting in and out of the chair.
- The Chair must be available a colors that suit the décor and color scheme of the building.
- The Legs must have H frame bracing.
- The glides must be non-skid and non-marking.
- The chairs must have a minimum 5 year warranty from any defects.

## **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. Detailed product specifications must be provided if requested.

## **4.0 Financial Considerations**

4.1 All applicable taxes shall be indicated in the Tender.

4.2 The cost of installation and removal of packaging material shall be included in the Tender price.

4.3 Products bid must be acceptable to Western Health Ergonomic Assessment criteria.

4.4 **Terms of Payment**

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by The Western Regional Integrated Health Authority.

5.0 **Vendor Confirmation** (please sign)

I confirm that that items bid for this 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.

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

**Tender 0171-0957**

**Supply of Bedroom and Dining Furniture**

**Bid Sheet**

Item		Price per Unit		Total Per Unit
		Before taxes	HST	
2.1	Bed Side Cabinets			
2.2	Wing Back Chairs			
2.3	Wooden Frame Dining Chairs			
2.4	Dining Tables - Regular Corners			
	Dining Tables - In Curved Corners			
2.5	Over Bed Tables			
2.6	Sleeper Chairs			
2.7	Bariatric Chairs			
2.8	High Back Flexible Resident Chairs			
2.9	Low Back Wooden Side Chairs			
2.10	Stacking Tubular Steel Frame Chairs			
2.11	Visitor Room Chairs			

Note: Please indicate if Minimum Order Quantities apply to prices.

## **TENDER CHECKLIST**

**TENDER #0171- 0957**

**DID YOU INCLUDE**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| HAS TENDER SUBMISSION BEEN SIGNED                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF REQUIRED TENDER DOCUMENTS                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF BROCHURES (IF REQUESTED)                     | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF WCB LETTER OF GOOD STANDING (IF REQUIRED)    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| COPY OF PROOF OF INSURANCE (IF REQUIRED)             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| AMOUNT OF TAX NOTED ON REQUEST FOR QUOTATION FORM    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| OPTIONAL PRICING FOR TRAINING INCLUDED (if required) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

**NOTE: TENDER RESPONSES MAY BE REJECTED IF YOU ANSWER “NO” TO ANY OF THE ABOVE QUESTIONS.**