



**SPECIFICATIONS FOR
TENDER #0171- 0959
CLEANING OF RURAL MEDICAL CLINICS
FOR
WESTERN HEALTH**

CLOSING DATE: 27 November 2009

CLOSING TIME: 11:00 AM (Newfoundland Time)



Invitation to Tender for Cleaning of Rural Medical Clinics

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Cleaning of Rural Medical Clinics for the Western Regional Health Authority (Western Health) for a period of two (2) years commencing 1 December 2009 to 31 October 2011 with the option to extend for a further two (2) years.

This Tender is concerned with the acquisition of Cleaning of Rural Medical Clinics 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.

1.2 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. 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.

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 Materiels 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

1.6 **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 Western Health invites Tenders on Cleaning, snow removal & Sanding/Salting at a number of sites in the Western Region. Sites included in the Tender are as follows:

- a. Daniel's Harbor Medical Clinic (Daniel's Harbor)
- b. Parsons Pond Medical Clinic (Parson's Pond)
- c. Cow Head Medical Clinic (Cow Head)
- d. Pollards Point Medical Clinic
- e. Hampden Clinic (Hampden)
- f. Jackson's Arm Clinic (Jackson's Arm)
- g. 20 Farm Road (Deer Lake)
- h. 127 Montana Drive (Stephenville "The Annex")

- i. Woody Point Medical Clinic (Woody Point)
- j. Bay St. George Medical Clinic – 129 Montana Drive
- k. Jeffrey's Medical Clinic – Jeffreys
- l. Lourdes Medical Clinic – Lourdes
- m. Degrau Medical Clinic - Degrau

Routine Cleaning Requirements

- 2.1.1 Clean all floors, vacuum carpets and clean washrooms daily, Monday to Friday each week, with exception of holidays.
- 2.1.2 Collect and remove all trash & linen bags, sharp containers, paper supplies etc. five (5) times per week.
- 2.1.3 All disinfectants, hand cleaners, & floor cleaners will be provided by Western Health in accordance with Infection Control & CSA Standards / Guidelines.
- 2.1.4 Clean desks, furniture and equipment in secretary's office monthly.
- 2.1.5 Clean window sills, ledges, heaters and horizontal surfaces monthly.
- 2.1.6 Clean doctor's office furniture, fixtures, and equipment weekly.
- 2.1.7 Clean waiting room furniture and children's play toys daily.
- 2.1.8 Medication room is to be cleaned once per week during regular working hours.
- 2.1.8 The handling & storage of all Biomedical Waste must be done in accordance with CSA Standards as outlined in Western Health Biomedical Waste Policy # 11-01-20.

2.2 Additional Requirements

- 2.2.1 Clean out all cupboards, shelves and storage cabinets twice per year.
- 2.2.2 Wash all walls, windows inside and outside, doors and frames twice per year including light fixtures twice / year.
- 2.2.3 Vacuum and spot wash all ceilings once per year.

- 2.2.4 Complete hard floor refinishing (strip and wax) twice per year and wax only monthly.
- 2.2.5 Complete carpet extraction including entrance mats and runners four (4) times per year.
- 2.2.6 Remove snow and apply sand/salt before normal opening time as required during winter months near entrances and emergency exits in addition to any accumulation requested by the site.(Note: Parking Lot is done separately).

- 2.2.7 A certificate of Conduct is required from the RCMP indicating the person or persons is in good standing for those who will be involved in doing any work under these services. A list of names & a certificate of conduct must be provided for ALL PERSONS doing any work.

- 2.2.8 Must sign confidentiality agreement and abide by all Western Health policies related to privacy and confidentiality.

3.0 Presentation

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.

4.0 Financial Considerations

- 4.1 All applicable taxes shall be indicated in the Tender.
- 4.2 The cost for installation, initial set-up and programming shall be included in the Tender price.
- 4.3 All costs for training shall be included in the Tender. This includes any travel, meals and accommodation.
- 4.4 **Terms of Payment**

Payment will be made monthly upon submission of an invoice.

5.0 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 _____

Bids Per Month:

Daniel's Harbor Medical Clinic _____
Parson's Pond Medical Clinic _____
Cow Head Medical Clinic _____
Pollards Point Medical Clinic _____
Hampden Clinic _____
Jackson's Arm Clinic _____
20 Farm Road – Deer Lake _____
127 Montana Drive
(Stephenville "The Annex") _____
Woody Point Medical Clinic _____
Bay St. George Medical Clinic
129 Montana Drive _____
Jeffrey's Medical Clinic _____
Lourdes Medical Clinic _____
Degrau Medical Clinic _____

TENDER CHECKLIST

TENDER #0171-0959

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 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

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