



SPECIFICATIONS FOR

TENDER #0171-1236

**SUPPLY OF HOSPITAL LOW AIR LOSS MATTRESSES
FOR WESTERN HEALTH**

CLOSING DATE: 3 August 2012



Invitation to Tender for Low Air Loss Mattresses

1.0 General Provisions

1.1 Intent

The Western Regional Integrated Health Authority is inviting bids for standing offer pricing for one year on Low Air Loss Mattresses which are suitable and approved for treatment of up to stage IV pressure ulcers. Interested companies are to provide bids in a sealed envelope for the supply of mattresses which meet the specifications enclosed in this tender document.

Sealed tenders clearly marked will be received up to 11:00 A.m. (Newfoundland time) on November 13, 2009 and will be publicly opened in the Dining Room Boardroom 1st floor Western Memorial Regional Hospital, Corner Brook, Newfoundland.

Bidders must indicate the brand of product they are bidding on and include product specifications, and warranty information/brochure and service representation.

This Tender is concerned with the acquisition of **Low Air Loss Mattresses** for Western Health facilities in western Newfoundland 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. Vendors must be able to supply full training to user staff for the proper operation and functioning of the equipment.
- 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 March 2010. Other

Health Authorities in Newfoundland will have the right to avail of this tender with written notice to the successful vendor.

1.2 Client Background

The Western Regional Integrated Health Authority was established in 2005 and is responsible for the delivery of Health and Community Services in the Western Region of Newfoundland.

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 health facilities in western Newfoundland. 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 Communication During Tendering

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

Mr. Paul Wight
Regional Purchasing Manager Western Health
P.O. Box 2005
Corner Brook, Newfoundland
A2H 6J7
Tel: (709) 637-5511
Fax: (709) 634-2649
Email: paulwight@westernhealth.nl.ca

- 1.4.2 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.
- 1.4.3 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** days following the Tender closing date.
- 1.4.4 All bids must be sent in a sealed envelope clearly marked with Tender Name and Number to: Purchasing Department, Western Regional Integrated Health Authority (Western Health), Western Memorial Regional Hospital, Lower Level, Corner Brook, NL A2H 6J7.
- 1.4.5 Bids submitted by electronic transmission (e-mail) will not be accepted.
- 1.4.6 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.
- 1.4.7 In order to contribute to waste reduction and promote environmental protection, the Western Regional Integrated Health Authority (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 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 Private 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 price 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.

1.6 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 complete warranty on the units parts. The Vendor agrees to provide free of charge all parts and labor necessary to repair the system during the first year of operation.

2.0 Product Specifications

- 2.1 All equipment supplied to Western Health must be compatible with Western Health's treatment procedures, interacting equipment and building infrastructure.
- 2.2 The Low Air Loss Mattresses must be designed and approved for use in Canadian Hospitals. It must be suitable for treating patients that have various skin treatment requirements that include up to stage IV pressure ulcers. Please provide details regarding your product in the tender bid.
- 2.3 The LAL units must have user friendly controls. The successful vendor will be required to provide detailed in servicing to Western Health Staff in various locations in order to properly train caregivers to use the units.
- 2.4 The LAL units must have minimum 50 liter per minute air compressor system and have alternating pressure cycles and on demand low air loss features.
- 2.5 The mattresses must have waterproof and vapor-permeable covers that zip off and can be machine washed. They must also be made from a flame retardant material that will meet all Canadian safety regulations.

- 2.6 The mattresses must have a minimum 2 inch safety foam mat insert and the mattress should be able to be secured to the bed pans.
- 2.7 The mattresses must have a CPR quick release valve.
- 2.8 The master control unit must be light weight, have suitable brackets to hang on the foot end of the bed and operate with minimal noise.
- 2.9 The Units should have a lock out feature and auto alarm that will alert the caregiver in the event of a power failure.
- 2.10 The system units must have a patient weight capacity of up to 350lbs
- 2.11 The regular units must fit standard size hospital beds.
- 2.12 The equipment must be approved for intended use by Western Health nursing and other professional staff.
- 2.13 Please provide details and pricing for a bariatric options available for weights up to 1000 lbs.

3.0 **GENERAL CONDITIONS**

- 3.1 Please state delivery time from date of purchase order: _____
- 3.2 Does your product contain latex? Yes ___ No ___
If yes, please state amount of latex content and describe _____

- 3.3 Please state price FOB Western Newfoundland health care sites.
- 3.4 All bids must be sent in a sealed envelope clearly marked with Tender Name and Number to:

Regional Purchasing Manager
Western Health Authority
P. O. Box 2005
1 Brookfield Avenue
Corner Brook, NL
A2H 6J7
- 3.5 Bids submitted by electronic transmission (e-mail) will not be accepted.
- 3.6 This Corporation will not be held responsible for any damages or liabilities incurred by companies who submit their bids by fax. Companies submitting bids by fax are doing so at their own risk, since the prices and relevant information they submit are visible to any person(s).
- 3.7 Companies submitting fax bids are doing so at their own risk and the fax bid must be at the public opening as specified in the tender information. This Corporation will not be responsible for in-house courier services if companies submit bids by fax machine.

The time stated on the fax bid will become null and void since it is the responsibility of the company placing the bid to have their bid at the public opening, therefore, this Corporation will not be responsible for any damages or liabilities.

- 3.8 The lowest price or any tender not necessarily accepted.
- 3.9 In order to contribute to waste reduction and promote environmental protection, the Health Care Corporation of Corner Brook will endeavor 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 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
- 3.10 Does the medical device(s) you are quoting on comply with Health Canada's Licensing Regulations?
- Yes ___ No ___ Not Applicable ___
- 3.11 Please state your Canadian Medical Device License Number for the devices quoted for items requiring licensing in Canada _____.
- 3.12 Please state Medical Devices Establishment License Number if your Company is a dealer or distributor _____.
- 3.13 International Sale of Goods Act does not apply in this tender or any potential future purchases applying to this tender. Only Canadian Business Laws and Canadian Sales of Goods Act will apply.
- 3.14 It is illegal to supply incorrect information on Regulated Medical Devices.
- 3.15 Tender evaluation and award of contract for this item will be done in accordance with the procedures outlined in the latest revised Public Tender Act and the associated regulations.
- 3.16 Policy criteria application and procedures will be as established under related legislation and guidelines.

3.17 Prices quoted must be in Canadian currency, F.O.B. user site(s) Corner Brook, NL with H.S.T. exempt and all other duties and levies included.

3.18 Western Regional Integrated Health Authority will have right to cancel orders and/or eliminate a bid if any significant safety issues or concerns with the operation of the beds become evident during the assessment or term of the standing offer.

4.0 **Presentation / Training / Service**

4.1 **Presentation**

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

4.2 **Training**

The Vendor shall provide on-site training to staff in the use of the **LAL Air mattresses**. 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.

4.3 **Service**

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.

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

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

4.3.3 Please state delivery lead time required to deliver beds to Western Health for beds when ordered.

5.0 **Product History and Vendor Reputation**

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

6.0 Financial Considerations

6.1 All applicable taxes shall be indicated separately in the Tender.

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

6.3 Terms of Payment

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed units by Western Health. Acceptance testing will be completed within 30 days following the complete installation of the system.

7.0 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 _____

Bid price per LAL Mattresses unit : _____

Bid price for replacement tops (fixed for two years) _____

Bid price for Bariatric LAL Mattress unit: _____

TENDER CHECKLIST

TENDER # 0171-1236

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"/>

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