



SPECIFICATIONS FOR

TENDER #0171-1443

**SUPPLY OF AUTOMOBILE RENTALS
FOR WESTERN HEALTH, EASTERN HEALTH, CENTRAL HEALTH
AND LABRADOR GRENFELL HEALTH**

CLOSING DATE: 15th of October 2014

CLOSING TIME: 11:00 AM (Newfoundland Time)



Invitation to Tender for Full Range of Car and Mini-Van Rentals

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended for a proposal on a Full Range of Car and Mini-Van Rentals for the Regional Health Authorities of Newfoundland. This Tender is concerned with the obtaining of daily, weekly and monthly rental rates on a Full Range of Cars and Mini-Van Rentals for the four Health Authorities in Newfoundland with consideration of the following:

- Ongoing service and maintenance support.
- All manuals, documents and initial supplies.
- The availability of vehicles for rent at various locations throughout the province.

1.2 Client Background

Western Regional Health Authority was established in 2005 by the Government of Newfoundland and Labrador 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 Health. 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.

Interested vendors can contact Western Health to obtain clarification regarding the tender process or product specifications at any time prior to the closing. Western Health will provide answers where it is possible and when a reasonable amount of time is given to provide it.

1.4.2 **At Tender Opening:**

1. The names of the bidders, and overall bid price(s) will be read out.
2. Where the overall bid price(s) cannot be readily determined, no pricing will be released.

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.

1.5 **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. Paul Wight
Regional Director of Materiel's Management
Western Health
P.O. Box 2005
1 Brookfield Avenue
Corner Brook, Newfoundland
A2H 6J7
Tel: (709) 637-5511
Fax: (709) 634-2649
Email: paulwight@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 Materiel's 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: Materiel's Management Department, Western Health, Western Memorial Regional Hospital, First Floor, 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 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

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

1.7.2 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.

1.7.3 Vendor shall indicate the warranty start date _____.

1.7.4 Vendor shall indicate the individual who will be providing the service and the nearest service location.

1.7.5 Is a board replacement program available and at what cost?

Yes No

Cost: _____

2.0 Product Specifications

- 2.1 This contract will be awarded in whole or in part, considering the lowest cost for participating member organizations in the required service locations.
- 2.2 The initial contract will be for a period of two years (July 1, 2014 – June 30, 2016) with an option to extend for an additional one year period (until June 30, 2017). Bidders must submit one price for ALL YEARS including the optional one year extension. Pricing must be firm for all years including the optional extension year. The decision whether to accept the extension will be solely that of the NLHBA and the vendor will be notified of the decision no more than 120 days and no less than 30 days before the expiry date of the initial contract period. All pricing must be specific in terms of both amount and time (i.e., not tied to indexes, exchange rates, cost of materials, etc).
- 2.3 Please include in your quotation the following:
 1. Location of Branch Offices in the Province. The contract will be awarded in whole or in part to ensure that service is provided at a minimum in the following locations: St. John's east end area, St. John's West side area or Mount Pearl, Conception Bay North, Clarenville, Marystown/Burin, Gander, Grand Falls-Windsor, Deer Lake, Corner Brook, Stephenville, Port aux Basques, St. Anthony, Goose Bay and Labrador City. In addition, members require outlets located within airport facilities at St. John's, Gander, Deer Lake and Stephenville.
 2. Bidders to quote rates as follows:
 - a) Daily rates and number of daily free kilometers (plus rate per additional kilometer)
 - b) Daily rates with unlimited kilometers.
 - c) Weekly rates and number of weekly free kilometers (plus rate per additional kilometer.
 - d) Weekly rates with unlimited kilometers.
 - e) Monthly rates and number of monthly free kilometers (plus rate per additional kilometer.
 3. State if ID necessary (if any) for members to avail of rates.

4. Airport surcharge, if applicable.
5. Winter tires (four per vehicle) must be made available to members from November 1 to May 1 each year. Bidders must include details on the provision of winter tires as part of their submission. If there is an additional cost associated with the provision of winter tires, this must be clearly outlined.
6. Please state all locations for which you can provide service and the hours of operation for each service.

Please Note:

- Drop off rates will not be accepted for any area in the province.
- Rates will be applied daily, weekly, or monthly, or whichever combination of the three is less, as required rental period dictates.
- Preference will be given to companies that can make quoted rates available for booking via the global distribution system with the Association's travel agent.

3.3 Service

- 3.3.1 The Vendor shall provide a minimum of 2 copies each of the Operating, Parts and Service Manuals which must accompany the equipment when shipped.

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 Pricing for various size vehicles should be indicated in the pricing sheet below. All costs shall be indicated in the Tender.

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 _____

Rental rates:

**Tender 0171-1443
Supply of Full Range Car and Mini Van Rentals
Western, Eastern, Central and Lab. Grenfell**

Vehicle Size\Type	Daily	Weekly	Monthly			
UNLIMITED KMS	Rates	Rates	Rates			
Economy						
Compact						
Midsized						
Full size						
Mini Van						
S.U.V (4X4)						
Vehicle Size\Type	Daily	Kms	Weekly	Kms	Monthly	Kms
LIMITED KMS	Rates		Rates		Rates	
Economy						
Compact						
Midsized						
Full size						
Mini Van						
S.U.V (4X4)						

Excess km rate:

Airport Premium Location Surcharges :	St. John's Airport:
	Gander Airport:
	Deer Lake Airport:
Winter Tire Surcharge rate:	

Tax Extra Yes _____ No _____

TENDER CHECKLIST

TENDER #0171-1429

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.