



**SPECIFICATIONS FOR  
TENDER #0171-1509  
SUPPLY OF A FIRE ALARM SYSTEMS SERVICE AGREEMENT  
FOR  
WESTERN HEALTH**

**CLOSING DATE: 13<sup>th</sup> of April 2015**

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



## **Invitation to Tender for a Fire Alarm Systems Service Agreement**

### **1.0 General Provisions**

#### **1.1 Intent**

This invitation to Tender is intended to obtain a Fire Alarm Systems Service Agreement complete with emergency coverage for Western Health at the sites listed on Appendix A.

This Tender is concerned with the acquisition of a Fire Alarm Systems Service Agreement for all sites listed on Appendix A with consideration of the following:

- Service and maintenance support
- All manuals, documents and initial supplies
- Training and training manuals
- Replace Parts

#### **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 list of three (3) other Institutions presently under contract with contact names and telephone numbers at these sites.
- 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 be released for construction tenders only.

Individual Authorities may determine that this information will not be released in situations where it is not in the best interest of the Authority to do so.

Upon request, this information may be released to designate(s) of the Newfoundland and Labrador Construction Association (NLCA) only. The designate(s) will be agreed upon by the Authorities and the NLCA.

This information will be released upon request from the NLCA designate(s) at a maximum once per week.

No information will be released in the seven calendar days preceding tender opening.

##### 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 Purchasing Manager  
Western Health  
P.O. Box 2005  
1 Brookfield Avenue  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 637-5030  
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 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: Materials 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.

## 1.6 **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 products supplied to Western Health shall equal the published specifications.

The Vendor shall provide no less than a 1-year warranty on all products supplied. The Vendor agrees to provide a 30 day warranty on all services provided.

## 2.0 **Scope of Work**

### 2.1 **Qualifications**

- 1. The Vendor awarded this contract must be "Qualified" according to Office of the Fire Commission. Standards Note: "Qualified" means one of the following:
  - 1. A manufacture of the specific buildings Fire Alarm system.
  - 2. A Manufacture's Agent of the specific buildings Fire Alarm system.
  - 3. A certified, (Underwriters Laboratories of Canada) CAN/ULC S536-M86 contractor, qualified for maintaining the specific Fire Alarm system in the building.

2. The "Qualified" Vendor shall furnish all necessary labour, material, parts, tools and equipment to carry out full maintenance service in accordance with the work schedule and the manufacturer's manuals.

## **2.2 Examination of Premises**

1. All Vendors tendering should examine the sites of the proposed work prior to submitting their tender and become thoroughly acquainted with same and obtain any and all information that may be necessary to properly execute contract.
2. Make arrangements with Jason Rowsell, Regional Director ~ Physical Infrastructure Support (Telephone: 709-637-5000 Ext. 5552) or Debbie Noseworthy ~ Administrative Assistant (Telephone: 709-637-5000 Ext. 6220) prior to site visits.

## **2.3 Work Included**

1. Inspections and testing.
2. Replacing or changing parts, controls, indicating lamps, batteries, power supplies and lubricants.
3. This contract is for a four (4) year term commencing upon the awarding of this contract with option to extend for a further 3 years.
4. Emergency and service calls.
5. All sites to have one (1) inspection per year.

## **2.4 Equipment**

1. Fire Alarm System which includes, but not limited to:
  1. Fire Alarm System.
  2. All remote auxiliary Fire Alarm Station operation.
  3. All annunciator and communication system operation.
2. All associated devices and equipment related to the system installed.

## **2.5 Emergency and Service Calls**

1. Provide twenty-four (24) hour a day , seven (7) days a week toll-free answering service for emergency and service calls.

2. Provide on-site service within four (4) hours of receiving a service or emergency call.
3. Cost of emergency services shall be included in contract amount. Failure of equipment or systems to perform their basic functions shall be considered an emergency. Emergency Service calls that are the result of an event not related to the Fire Protection Equipment Systems covered in this contract, e.g. Water Damage shall be at an extra cost.
4. Any service that the vendor considers outside of the terms of the agreement shall be first forwarded to the Western Health representative prior to commencement of the work.

## 2.6 Replacement Parts

1. The Contractor is required, at their cost, to repair or replace worn or defective parts or complete components of the system/s using only genuine manufactures' replacement parts. Replacement parts by another manufacturer may be used with written permission of the Regional Director, Physical Infrastructure Support, or his delegate.
2. All replacement parts will be new.
3. Replacement parts covered by this contract do not include parts damaged due to vandalism or water. A written report shall be produced for each occurrence.
4. Defective parts shall be replaced within twenty-four (24) hours.
5. Where the Hospital has an equipment and inventory system the Vendors service person shall comply with the procedure required to update service and inventory records.

## 2.7 Frequency

1. Fire Alarm System /s:

The first maintenance inspection shall be completed within thirty (30) days of commencement of the term of the contract. Exception will be given to systems that are less than 12 months from the last inspection.

Subsequent inspections shall be completed on an annual basis.

2. Service reports to be issued after each inspection. These reports shall be typewritten and comply with the requirements of CAN/ULC-

S536-M86. All reports will be forwarded to Regional Director. All service reports shall be signed by the site Facility Support Manager or Lead Hand for those sites that do not have a Facility Support Manager.

3. Final Inspection: Notification by the vendor to the owner that the final inspection of this contract is complete.

### 3.0 **Training / Service**

#### 3.1 **Training**

The Vendor shall provide on-site training to staff in the operations and maintenance of the **Fire Alarm 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.

#### 3.2 **Service**

- 3.2.1 The Vendor shall provide with their submission of this tender an hourly rate charged for extra work for alterations or modifications to the system/s.
- 3.2.2 The Vendor shall provide Service and Parts Manuals required to service the equipment.

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

#### 5.3 **Terms of Payment**

The Authority agrees to pay the full invoiced amount within 30 days following receipt of invoice by Western Health.



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 \_\_\_\_\_

**Tender Price \$**            **Please list pricing in Appendix A**  
**Tax Extra** Yes        No       

**Notes to Vendor:**

1. Vendors are reminded to verify types of system upon their site visit.
2. Vendor shall submit prices for individual sites.
3. Sites shall be invoiced separate with signed serviced reports attached to the invoice. Not having signed service reports attached shall delay payment until service reports are supplied. No interest charge shall be charged due to any delay.

## APPENDIX A

**This Tender is for the supply of all Labor and Parts to service the systems listed in the following table. Please confirm by answering yes/no in the appropriate spaces that your proposal includes same.**

**Also please provide individual pricing in the appropriate column.**

	<b>Section</b>	<b>SYSTEM</b>	<b>Labor (Yes/No)</b>	<b>Parts (Yes/No)</b>	<b>Price</b>
Western Memorial Regional Hospital	Corner Brook	EFP-3			
Monaghan Hall	Corner Brook	EFP-3			
Hammond Building	Corner Brook	EDW-6616			
Interfaith Cottages (1-44, 45-60, 73-88, 101-116)	Corner Brook	Edwards			
Corner Brook Long Term Care	Corner Brook	Simplex 4100 u			
Protective Community Residences (4)	Corner Brook	Mircom FX-2000			
Humberwood Addictions Center	Corner Brook	EDW QS-4			
Shamrock Crescent	Corner Brook	Notifier SFP-400B			
Dr. Charles LeGrow	Port aux Basques	EDW EST3			
Gateway Cottages	Port aux Basques	FSP 1005			
Calder Health Care Center	Burgeo	Simplex			
Ramea Clinic	Ramea	EDW-2280			
Bay St. George Long Term Care	Stephenville Crossing	EDW-6500			
BSGLTC Apartments (20 Unit) Congregate Building	Stephenville Crossing	EDW-6616			
Sir Thomas Roddick Hospital	Stephenville	EDW-8500			
Deer Lake Community Health Building	Deer Lake	INST-13182			
Bonne Bay Hospital	Norris Point	Notifier AFT-300			
Cow Head	Cow Head	Mirtone 7200			
Rufus Guinchard Health Care Center	Port Saunders	Honeywell			

## TENDER CHECKLIST

TENDER #0171-1509

### 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.**