



**SPECIFICATIONS FOR**

**TENDER # 0571-1332**

**SUPPLY OF FOOD SERVICE TRANSPORTATION  
CONTRACT REQUEST FOR PROPOSALS  
FOR WESTERN HEALTH**

**CLOSING DATE: 26 July 2013**

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



## **Invitation to Tender for Food Service Transportation Contract Request For Proposals**

### **1.0 General Provisions**

#### **1.1 Intent**

Western Health is inviting proposals to supply transportation of meals between the Bay St. George Long Term Care Centre and Sir Thomas Roddick Hospital.

Meals will be prepared conventionally at the Bay St. George Long Term Care Home in Stephenville Crossing and assembled for transportation to the Sir Thomas Roddick Hospital, three times per day. Meal trays will be transported in up to three Burlodge Meal Delivery Carts as well as two Burlodge enclosed Carts. Both sites have a receiving /delivery area.

#### **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 Western Memorial Regional Hospital. 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. 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](mailto: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.

1.5.7 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.

**2.0 Product Specifications- Bidders must fully meet all the specifications listed below:**

- 2.1 Delivery trucks must be suitable in design and size to safely transport up to five Burlodge food carts plus additional items as required. Information concerning type the carts can be obtained on the website <http://www.burlodgeca.com/brochures/RTS-SS.pdf>. The carts will have to be properly secured to ensure meals delivered in a suitable manner.
- 2.2 Bidders must provide an alternate means to unload and load Food Trolleys in the event that either the loading ramp at Bay St. George Senior Citizens Home or the unit at Sir Thomas Roddick Hospital is out of operation.
- 2.3 The successful bidder shall be responsible to deliver and pick-up trolleys to the STRH galley in the inpatient area, to the STRH cafeteria and to the BSG loading area.
- 2.4 The term of the contract will be 3 Years with an option to extend additional 2 Years at same rate.
- 2.5 Driver must have a Class 5 license and a clean driving record and must be equipped with a cellular telephone to ensure real time access to driver.
- 2.6 Driver and truck must comply with Western Health's Infection Control Standards and Policies. See attached.
- 2.7 A contingency or back up vehicle must be available and the proposed plan provided to Western Health.
- 2.8 The successful vendor will be required to adhere to delivery times as specified below.

### Delivery Times Schedule

<b>STRH</b>	<b>BSG</b>
<b>0600</b> Pick up used previous day's supper meal	<b>0630</b> Return previous day's evening meal
	<b>0730</b> Pick up breakfast meal
<b>0810</b> Deliver breakfast meal	
<b>1015</b> Pick up used breakfast trolleys	<b>1040</b> Return breakfast trolleys
	<b>1125</b> Pick up lunch meal
<b>1155</b> Deliver lunch meal	
<b>1420</b> Pick used lunch trolleys	<b>1500</b> Return lunch trolleys
	<b>1550</b> Pick up supper meal
<b>1620</b> Deliver supper meal	

**Note:** The times indicated are noting the completion of task vs. the start of task. Coordinate these times with Food Operations Manager or Food Operations Supervisor.

- 2.9 The Vendor must include provisions for 12 extra trips per year on an as needed basis, at discretion of the Food Operations Manager.
- 2.10 Truck must be equipped with tie down system to ensure meals are not disrupted during transportation and transport trolleys do not get damaged.
- 2.11 All licenses and insurances, ie. vehicle, 3<sup>rd</sup> party, including our trolleys are the responsibility of the Vendor and appropriate documentation must be provided to Western Health.  
  
Failure to comply with these criteria is grounds for cancellation of the contract.
- 2.12 The successful bidder must meet with the Regional Director of Nutritional Services and the Food Services Manager prior to Award of contract to completely review the delivery process required by Western Health.
- 2.13 Western Health will reserve the right to cancel the contract should the service be deemed to not be meeting the need of STRH.

### 3.0 **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.

### 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 The cost for installation, initial set-up and programming shall be included in the Tender price.

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

**5.4 Terms of Payment**

Payments will be issued monthly. If the service level is interrupted at any time during the contract period Western Health Reserves the right to withhold payment until the issues are resolved to the satisfaction of Western Health Food Services Management.

**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 \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

**Tender Bid Price \$** \_\_\_\_\_ **Tax Extra** Yes \_\_\_\_\_ No \_\_\_\_\_  
(Please bid monthly rate)

## TENDER CHECKLIST

TENDER #0571-1332

### 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.**