



**SPECIFICATIONS FOR**  
**TENDER #1271- 1011**  
**SUPPLY OF OFFICE FURNITURE**  
**FOR WESTERN HEALTH**

**CLOSING DATE: 22 FEBRUARY 2010**

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

# **WESTERN REGIONAL INTEGRATED HEALTH AUTHORITY**

## **Invitation to Tender for the Supply and Installation of Office Furniture**

### **1.0 General Provisions**

#### **1.1 Intent**

This invitation to Tender is intended for the have venedor provide standing offer pricing for the supply and installation of office furniture for The Western Regional Integrated Health Authority for the new long term care centre at 40 University drive, Corner Brook Newfoundland. The successful bidder will be required to install in the furniture in various offices and remove all packaging material from the building.

This Tender is concerned with the acquisition of Office Furniture for the Western Health 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**

The Western Regional Integrated Health Authority was established in 2005 and is responsible for the operation of nine Health Care facilities as well as all community based health services on the West Coast 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 Corner Brook site and 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 the Western Regional Integrated Health Authority with respect to this invitation to Tender must be directed in writing to the following person:

Mr. John Piercey  
Regional Director, Materials Management  
Western Regional Integrated Health Authority  
P.O. Box 2005  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5511  
Fax: (709) 634-2649  
Email: [jpierc@healthwest.nf.ca](mailto:jpierc@healthwest.nf.ca)

1.4.2 The Western Regional Integrated Health Authority 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 the Western Regional Integrated Health Authority's Materials Management Department no later than **Five** days following the Tender closing date.

1.4.4 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. You may call the purchasing department to confirm a fax tender has been received.

## 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 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 Tender may not necessarily be accepted and The Western Regional Integrated Health Authority reserves the right to cancel the Tender call. The Western Regional Integrated Health Authority 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 The Western Regional Integrated Health Authority shall equal the published specifications.

The Vendor shall indicate the full details of product warranties. The Vendor agrees to provide free of charge all parts and labor necessary to repair the supplied units during the Warranty period.

## 2.0 Product Specifications

### **Desks and Meeting Tables:**

Specifications for the following Global Adaptabilities, Global Connectables or approved equal. All Furniture must be **Greenguard approved as this will be LEED Certified Building.** Note the Global product numbers given are for reference purposes only. Actual products required may vary as long as it Greenguard approved.

The actual quantity required of each type will be subject to end user requirements and selected from the standing various types listed below. We will be purchasing furniture for up to 25 offices and meeting room.

### **2.1 Edge Detail**

All Desk surfaces shall have a Minimum 3mm PVC printed matching edge on all sides.

## 2.2 Construction

Tops and gables shall be 1" thick and of commercial grade thermally fused laminate.

## 2.3 Desk Drawers

- Lateral file drawers shall incorporate an anti-tip feature.
- All hanging and mobile pedestal box drawers shall be mounted on  $\frac{3}{4}$  extension steel ball bearing slides.
- File drawers shall be mounted on fully progressive steel ball bearing slides and feature side rails that accommodate letter, legal or A4 metric size hanging folders.
- All shall be constructed using French dovetail joints at the front and lap joints at the back.
- Drawer fronts shall be edged with matching 3mm printed edge on four sides.

## 2.4 Desk Specifications:

### 2.41 Right Return and Left Return Desks as follows (66"x72") :

Single Pedestal Box and File Draw Desk	A3066SPL or A3066SPR
Side Return	A2442L or A2442R
Optional Hutch with Doors (72 Inches)	A72HO CB

Returns to have PVC edged wire grommet  
Humanscale Keyboard trays or equivalent -27 inch.

### 2.42 Right Return and Left Return Desks as follows (72"x72"):

Single Pedestal Box and File Draw Desk	A3072SPL or A3072SPR
Side Return	A2442L or A2442R
Optional Hutch with Doors (72 Inches)	A72HO CB

Returns to have PVC edged wire grommet  
Humanscale Keyboard trays or equivalent - 27 inch.

### 2.43 Double Pedestal Desk:

Desk 30D x 72 W 29H	A3072DP
Optional Hutch with doors	A72HO CB

Box/File drawers  
Desks to have PVC edged wire grommet access.  
Humanscale Keyboard trays (or equivalent) 27" wide

### 2.44 Single Pedestal Desk :

Desk 66W x 30D x 29H	A3066SPL
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Box/Box/File drawer  
Desks to have PVC edged wire grommet  
Humanscale Keyboard tray (or equivalent) 27" wide.

**2.45 Corner Application Single Pedestal Desk (72"x72"):**

Desk A2472FNR or A2472FNL

Return A2436R or A2436L

Box/File Drawer

The corner edge must be straight to permit full use of 27" keyboard tray.

Optional Hutch

**2.46 Fourteen foot meeting table with connectable table components:**

- Four CNRU2460 table tops with steel T legs

- Two CNHFS2448 half round tables with Steel T legs

- Each table must be have two T legs so they can be detached.

**2.47 Six foot rectangular meeting table ( 30 inches wide)**

- CNRU3072 table top

- CNTEG30P set of steel T legs

**2.48 Eight foot Rectangular meeting table (36 inches Wide)**

- Must have steel leg base.

**2.5 Chairs ,File Cabinets and side table :**

**2.51 Task Chairs - Mid to High Back Multi –Tilter chairs**

Must be commercial grade, made with seat and back material tested to exceed 290,000 double rubs on the Wyzenbeek surface abrasion test - Function and ergonomic features of Global Malaga or equal in quality and construction. Must have minimum 41" Height. Must have Vinyl Casters.

**2.52 Task Chairs - Mid Back Tilter chairs**

Must be commercial grade, made with seat and back material tested to exceed 290,000 double rubs on the Wyzenbeek surface abrasion test - Function and ergonomic features of Global Lariat 2531 or equal in quality and construction. Must have Vinyl Casters.

**2.53 Task Chairs - low Tilter chairs**

Must be commercial grade, made with High density foam and seat and back covering material tested to exceed 290,000 double rubs on the Wyzenbeek surface abrasion test - Function and ergonomic features of Global 5228 (with polyurethane arm caps) or equal in quality and construction. Must have Vinyl Casters.

**2.54 Arm Chairs -Mid to high back**

Must be commercial grade, made with molded black polyurethane arms, and seat/back material tested to exceed 290,000 double rubs on the Wyzenbeek surface abrasion test - Function and ergonomic features of Global Lariat Chair #2532 or similar in quality and construction.

#### 2.55 Arm Chairs

Commercial grade with molded black polyurethane arms. Seat/back material tested to exceed 290,000 double rubs on the Wyzenbeek surface abrasion test – Global Solo #5255 or similar in quality and construction.

#### 2.56 Round Tables - Round side tables

Two feet in diameter and 29" high and must have rounded edges and steel base.

#### 2.57 Round Tables - Round side tables

Three feet in diameter and 29" high and must have rounded edges and steel base.

2.58 File Cabinets – Vertical Four Drawer Legal size.

2.59 File Cabinets – Lateral Four Drawer Legal size.

### 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 or similar service provided. 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 of installation shall be included in the Tender price.

5.3 Products bid must be acceptable to Western Health Ergonomic Assessment criteria.

#### 5.4 **Terms of Payment**

Western Health agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by The Western Regional Integrated Health Authority.

5.5 Pricing – Please provide pricing Delivered to Corner Brook as follows:

	Section	Price/Unit	Optional Hutch Price/Unit	Total before tax	Taxes
Desk Unit	2.41				
Desk Unit	2.42				
Desk Unit	2.43				
Desk Unit	2.44				
Desk Unit	2.45				
Meeting Table	2.46				
Meeting Table	2.47				
Meeting Table	2.48				
Task Chairs	2.51				
Arm Chairs	2.52				
Side Tables	2.53				
Arm Chairs	2.54				
Arm Chairs	2.55				
Round Tables	2.56				
Round Tables	2.57				
File Cabinets	2.58				
File Cabinets	2.59				

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.

Contact Person \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_



## TENDER CHECKLIST

TENDER #0371- 0739

### 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.**