



SPECIFICATIONS FOR

TENDER # 0171-1826

**SUPPLY OF THREE AUTOMATIC FLOOR SCRUBBER MACHINES
FOR WESTERN HEALTH**

CLOSING DATE: 24th of January 2019

CLOSING TIME: 2:00 PM (Newfoundland Time)



Invitation to Tender for

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain three commercial **AUTOMATIC FLOOR SCRUBBER MACHINES.**

The automatic floor scrubber machines are for the **Western Memorial Regional Hospital, Corner Brook Long Term Care and Bay St George Long Term Care Facilities.** The successful vendor will be required to deliver the units to the sites in full working order and provide instruction for use and general maintenance.

This Tender is concerned with the acquisition for the facilities 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.

1.1.1 Western Health reserves the right to order additional units at the same price for a period up to and including 31 December 2019. Other regional Health Authorities in the province will have the right purchase from this tender with written notice to the awarded vendor.

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 should 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 **FYI, Statements that are included as part of our Tender calls:**

Bidders are welcome to attend the public opening. The names of the bidders and the total amount bid will be announced at the opening. However no award will be official until after a full review of the bids is made and it is confirmed that all requirements are to be fulfilled.

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, Materials Management
Western Health
1 Brookfield ave.
Corner Brook, Newfoundland
A2H 6J7
Tel: (709) 784-5386
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 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.

1.7 Warranty

- 1.7.1 The Vendor shall warrant that the product supplied to Western Health shall be Minimum 3Years /2500Hours on parts and labor (excluding batteries) and 10 years on rotationally-molded polyethylene.
- 1.7.2 Vendor shall indicate the warranty start date _____.
- 1.7.3 Vendor shall indicate who will be providing the service and the nearest service location.

2.0 Product Specifications for Auto Floor scrubber.

2.1 The unit must be an commercial high performance automatic walk behind floor scrubber with the following minimum specifications :

APPLICATION	INDOOR
ESTIMATED COVERAGE/PRODUCTIVITY	27000 SQ FT/ 2500 SQ M
ESTIMATED RUN TIME	UP TO 5.9 HOURS
MACHINE TYPE	WALK BEHIND
RECOVERY TANK CAPACITY	27 GAL / 102 L
SOUND LEVEL	AS LOW AS 66.5 DbA (QUIET MODE 61.7)
SQUEEGEE WIDTH	38 IN / 970 MM,
CHARGER TYPE	ON-BOARD, OFF-BOARD
CLEANING PATH	26 IN / 650 MM,
HEAD TYPES	DISK, CYLINDRICAL, ORBITAL
MAIN DOWN PRESSURE	UP TO 170 LB / 77 KG
POWER SOURCE	BATTERY
SOLUTION TANK CAPACITY	22.5 GAL / 85 L
SERVICE PLANS	GOLD, SILVER, PAY AS YOU GO. SAFETY INSPECTION, ROAD RUNNER, BLOCK OF TIME, HASSLR FREE

The floor scrubber must be easy to maneuver and use within the facilities for various staff. Western Health will evaluate proposed units and will have the right reject it, if it is deemed not suitable for use within our facilities.

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.

3.2 **Training**

3.2.1 The Vendor shall provide on-site training to staff in the use of the **System** if required. 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.

3.3 **Service**

3.3.1 The Vendor shall confirm in writing that Parts and Labor will be available for the quoted system for not less than 7 years after the last date of manufacture.

3.3.2 The Vendor shall provide a minimum of 1 copy of the Operating, Manual per unit which must accompany the equipment when shipped.

5.0 **Product History and Vendor Reputation**

5.1 If required, 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 in the Tender.

6.2 **Terms of Payment**

The vendor shall indicate the terms of payment. 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 _____

Address _____

Phone _____

Email Address: _____

Tender Price Unit: _____

Tax Extra Yes _____ No _____

TENDER CHECKLIST

TENDER # 0171-18

DID YOU INCLUDE

- HAS TENDER SUBMISSION BEEN SIGNED Yes No
- COPY OF REQUIRED TENDER DOCUMENTS Yes No
- COPY OF BROCHURES (IF REQUESTED) Yes No
- COPY OF WCB LETTER OF GOOD STANDING (IF REQUIRED) Yes No
- COPY OF PROOF OF INSURANCE (IF REQUIRED) Yes No
- AMOUNT OF TAX NOTED ON REQUEST FOR QUOTATION FORM Yes No
- OPTIONAL PRICING FOR TRAINING INCLUDED Yes No

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