



**SPECIFICATIONS FOR
TENDER # 0171-1630
SUPPLY OF TWO WASHER / DISINFECTORS
FOR WESTERN HEALTH**

CLOSING DATE: December 9th , 2016

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 **TWO INSTRUMENT WASHER / DISINFECTORS** complete with installation for the Western Regional Health Authority (Western Health) at Western Memorial Regional Hospital in Corner Brook and Sir Thomas Roddick Hospital in Stephenville.

TWO INSTRUMENT WASHER / DISINFECTORS for **Western Memorial Regional Hospital and Sir Thomas Roddick Hospital**, consideration of the following:

- This is for replacement of one Steris Synergy washer at Western Memorial Regional Hospital and one Steris 444 washer at Sir Thomas Roddick Hospital. Replacement units must fit into the allocated space where these units currently are.
- 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 2017. Other health boards within Newfoundland and Labrador may avail of this tender as needed.

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.

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 and Sir Thomas Roddick 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 Director, Materials Management
Western Health
1 Brookfield Ave.
Corner Brook, Newfoundland
A2H 6J7
Tel: (709) 637-5000 ext 6429
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, 1 Brookfield Ave. , 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 equal the published specifications.

1.7.2 The Vendor shall provide no less than a 1 year warranty on the system for parts.

1.7.3 Vendor shall indicate the warranty start date _____.

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

2.0 Product Specifications – the equipment being proposed must meet the requirements as listed below:

- 2.1 Washer must meet 90°C / min AO600 Standard.
Yes _____ No _____ Comment _____
- 2.2 Must have double door with window and chamber light.
Yes _____ No _____ Comment _____
- 2.3 Must have heated exchanged with heated dryer and fan.
Yes _____ No _____ Comment _____
- 2.4 Must incorporate HEPA filter with monitoring or equivalent technology.
Yes _____ No _____ Comment _____
- 2.5 Must have steam heating unit.
Yes _____ No _____ Comment _____
- 2.6 Must have a minimum of three dosing pumps capable of dispensing detergents from 50 feet.
Yes _____ No _____ Comment _____
- 2.7 System must be capable of programming solutions/detergents.
Yes _____ No _____ Comment _____
- 2.8 Must have flow control for each dosing pump.
Yes _____ No _____ Comment _____
- 2.9 Must have drain cooling system to reduce discharge to 60°C or less.
Yes _____ No _____ Comment _____
- 2.10 System must have guide rails and rotary spray arms.
Yes _____ No _____ Comment _____
- 2.11 Must have system pressure monitoring for circulating system.
Yes _____ No _____ Comment _____
- 2.12 Must have built in printer and USB cycle download feature.
Yes _____ No _____ Comment _____

- 2.13 Must be compatible for use with potable hot, cold, and final rinse reverse osmosis water.
Yes _____ No _____ Comment _____
- 2.14 Must be capable of thermal disinfection with phase, time and temperature control.
Yes _____ No _____ Comment _____
- 2.15 Must have validated 25 minute or less operating wash cycle for general instruments.
Yes _____ No _____ Comment _____
- 2.16 Must have ability to accept additional programming cycles. List features.
Yes _____ No _____ Comment _____
- 2.17 Must have maximum footprint of 1067 mm (42in) width x 813 mm (32in) length x 2051 mm (81in) height.
Yes _____ No _____ Comment _____
- 2.18 Door access height must be a minimum of 787mm (31in) from floor.
Yes _____ No _____ Comment _____
- 2.19 Minimum chamber capacity volume must be 305 litres.
Yes _____ No _____ Comment _____
- 2.20 Unit must be constructed of stainless steel.
Yes _____ No _____ Comment _____
- 2.21 Must have audible alarm for cycle failure.
Yes _____ No _____ Comment _____
- 2.22 Must have error code logging and printer capabilities.
Yes _____ No _____ Comment _____

OPTIONAL

- 2.23 Does unit have signal exchange unit for external information or remote monitoring.
Yes _____ No _____ Comment _____
- 2.24 List all available instrument racks with tray configurations and pricing.
Comments _____

- 2.25 Provide estimated cost per washer model and washer cycle based on average water, detergents and utility costs.

Comments

- 2.26 Costs associated with changing the current steam, water, electrical, and drain utility configuration will be included in the total costs of this tender.

2.27

A schedule for installing the equipment that meets the operational requirements of the SPD department will need to be agreed to prior to any award being issued. Please provide estimated installation time requirements and any conditions your company requires for the units being proposed.

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 education to staff in the use of the **Instrument Washers by a qualified educator or product specialist**. 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.

3.2.2 As an option, the vendor shall agree to provide pricing for factory training for one in-house staff per site, employed by Western Health, for the purpose of maintaining the **Instrument Washers**. Such training shall be equal to the training provided to the Vendors own service staff. All costs associated with this training, including travel, accommodations, meals and tuition shall be included in the price of the training.

- 3.2.3 All special tools to properly service the system must be included in the bid.

All diagnostic software licenses and associated costs must be included in the bid for the life of the equipment while it is supported by the manufacturer.

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 seven (7) years after the warranty period.
- 3.3.2 The Vendor shall provide as an option, pricing for an additional one-year Service Contract including all parts and labor.
- 3.3.3 The Vendor shall provide a minimum of 2 copies of the Operating, Parts and Service Manuals which must accompany the equipment when shipped.

4.0 Installation

- 4.1 Are there utility requirements:

1. Electrical Voltage: _____ Amperage: _____
2. Drains: Yes ☐ _____
3. Water: Yes ☐ _____
- Other: Yes ☐ _____
- Specifics: _____

- 4.2 If the device contains a battery, state the battery type and typical life cycle (hours of operation and charging time). State additional systems or work required to maintain the battery.

- 4.3 The equipment (except if solely battery operated) must comply with all applicable C.S.A. standards and be certified by an organization accredited by the Standards Council of Canada.

Yes ☐ No ☐

- 4.4 Equipment that requires on site certification to meet CSA Standards must be completed by an accredited testing organization. The cost of this must be covered by the supplier.

Yes ☐ No ☐

- 4.5 Will any site preparation be necessary? Yes ☐ No ☐

If yes, explain _____

- 4.6 All supplies required for the initial start up and/or commissioning of the equipment shall be included.

Yes ☐ No ☐

- 4.7 Will this equipment require any unloading equipment to make safe receipt at time of delivery? Yes ☐ No ☐

- 4.8 If installation is involved, the Vendor shall coordinate the delivery and installation of the equipment with the site.

Yes ☐ No ☐

- 4.9 Installation date shall be coordinated between successful bidder and Western Health

4.10 **Evaluation**

No contract shall be awarded unless:

- a. The system or any of its accessories has been previously used and deemed to be satisfactory, or
- b. The system or any of its accessories has been pretested and found to be satisfactory prior to submission of quotes, or
- c. The system or any of its accessories which is the low or preferred bid is evaluated before award of any contract to purchase.

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 All shipping costs for all goods related with this tender bid must be included in the tender price.

5.5 Terms of Payment

The Authority agrees to pay the full invoiced amount within 30 days following acceptance of the installed system by Western Health. Acceptance testing will be completed within 30 days following the complete installation of the system.

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.

Name _____

Signature _____

Title _____

Company Name _____

Address _____

Phone _____

1. Tender bid Price for Washer/Disinfector for Western Memorial Regional Hospital:

Tender Price \$ _____ Tax Extra Yes _____ No _____

2. Tender bid Price for Washer/Disinfector for Sir Thomas Roddick Hospital:

Tender Price \$ _____ Tax Extra Yes _____ No _____

TENDER CHECKLIST

TENDER # 0171-1630

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.