



SPECIFICATIONS FOR
TENDER #0171-1728
SUPPLY AND INSTALLATION OF
LAUNDRY ROOM AIR SUPPLY FAN
WESTERN HEALTH

CLOSING DATE: 18th of December, 2017

CLOSING TIME: 2:00 PM (Newfoundland Time)



Invitation to Tender for :

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended for the replacement of Laundry Room air Supply Fan as per the specifications listed in section 2 of this tender. It involves removing existing equipment and replacing it with new equipment that meets all specifications for the proper functioning of the building. All work must be done in accordance with Western Health safety policies and government regulations.

This Tender is concerned with the acquisition of the specified equipment and:

- 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:**

Amendments may be made to the tender requirements or an extension of the closing time. It is the responsibility of the vendors to check the web site before the closing time to ensure they have amendments taken into account for bidding. If a vendor requires clarification on the specifications or tendering process they can contact Western Health Purchasing department, with adequate time to respond, prior to the closing time.

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 Director of Materials Management
Western Health
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 and experienced in doing the type of work required. Bidders must provide verification of their employee's qualifications prior to contract being awarded.
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 **Laundry Room Supply Fan Replacement.**

The existing supply fan is a component of Trane Climate Changer Model 35MP-HC-TH.

The successful vendor must remove and dispose of old shaft, wheel, fan housing, bearings and fan housing brackets. The existing fan motor to be reused.

All new components are to match existing. Supply, install and align Fan Shaft, Fan wheel, bearings, fan housing and fan housing brackets. Connect new fan to existing fan motor complete with new belts.

The new fan is to be balanced to ensure that the fan is operating within its fan curve and ensure that the pulleys have not been changed out or modified. Provide new pulleys as necessary.

The new fan is to be aligned and vibration analysis completed by personnel certified in vibration analysis. Vibration analysis to be completed again by same personnel, 3 months after fan is put into service.

There must be 3 year parts and labor warranty to be included.

Vendor must provide timeline for delivery of equipment and installation.

3.0 Product History and Vendor Reputation

3.1 The Vendor shall provide a list of three (3) organizations where they have performed similar testing. Include a contact person for each organization.

4.0 Financial Considerations

4.1 All applicable taxes shall be indicated in the Tender.

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

4.3 Terms of Payment

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

5.0 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.

Authorized company Representative:

(Print Name) _____

Signature _____

Title _____

Company Name _____

Address _____

We are requesting a price be provided on per lift basis.

Total Tender Bid Price \$ _____

Tax Extra Yes _____ No _____

TENDER CHECKLIST

TENDER #0171-1514

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.