



**SPECIFICATIONS FOR  
TENDER #0671-1908  
SUPPLY AND INSTALLATION OF BEDPAN WASHERS**

**CLOSING DATE: 28th of mMay,2019**

**CLOSING TIME: 2::PM (Newfoundland Time)**



## **Invitation to Tender for Supply and installation of Bed Pan Washers/Disinfectors**

### **1.0 General Provisions**

#### **1.1 Intent**

This invitation to Tender is intended to obtain the supply and installation of **Bed Pan Washers/Disinfectors** systems for the Charles Legrow Health Center (3 Units) and the Bonne Bay Health Center (1 unit). The successful vender will be responsible for the installation of the systems to full working order. Any requirements for modification to the buildings for electrical or Lumping will be done by Western Health

This Tender is concerned with the supply and installation of **Bed Pan Washers/Disinfectors** 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.
- Products being fully suited, as determined by Western Health professional staff, for intended use and compatible with Western Health's facilities and/or existing equipment.

#### **1.2 Client Background**

Western Health was established in 2005 by the Government of Newfoundland and is responsible for the delivery of Health and Community Services in the Western Newfoundland 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 Health. 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.
- 4. Successful Awards will be posted on Web Site.

#### 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 of Materiel's Management  
Western Health  
1 Brookfield ave.  
Corner Brook, Newfoundland  
A2H 6J7  
Tel: (709) 637-5386  
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 Materiel's 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: Materiel's 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 applicable Newfoundland Government Regulations and Laws.

1.6.2 The Tenders shall be opened in the Materiel's Management office 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 the product supplied to Western Health shall equal or exceed the published specifications. Must be minimum one year full warranty. Please provide warranty information with your bid.

## **2.0 Product Specifications**

2.1 The bed pan washers/disinfectors must be free standing units with automatic handsfree door opening - both an infrared light system and foot pedal operation and must be set up for ergonomic regular use.

- 2.2 The washer must have an internal steam generator and provide full disinfection capability for a variety of types of bed pans, urine bottles and suction bottles with minimal number of racks. Please specify all racks to be provided with the system and any optional racks , showing pricing.
- 2.3 The system must be able to clean and disinfect bedpans and urine bottles of the type used at the facilities and must be able to wash both bedpans and urine bottles at the same time.
- 2.4 The system must have a spray nozzle system that provides a complete internal and external washing of the bed pans and urine bottles.
- 2.5 The system must have steam venting through the drain pipes.
- 2.6 The system must be compatible with the electrical and plumbing for the building. Bidders can contact Kenny Meade , Facilities Services Manager, to view the facility prior to the close date. Phone 709-695-2175 Email: kennymeade@westernhealth.nl.ca
- 2.7 Bidders must indicate the lead time required to be ready to start the project and provide a general installation plan which indicates a schedule time frame for completion of the work.
- 2.8 The system should be easy to use and have intuitive controls. The successful vendor must be able to supply full in servicing to staff on how to properly use the system. The vendor must also be available for regular ongoing in servicing as would normally be required during the regular expected useful life of the equipment.
- 2.9 All optional equipment must be listed with pricings shown
- 2.10 Western Health will reserve the right buy additional units at the same pricing within a one year period of the tender closing date and Other Newfoundland Regional Health Authorities will have the right to purchase from this tender with written notice to the awarded vendor.

### **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 Financial Considerations**

- 4.1 All applicable taxes shall be indicated in the Tender.

## 4.2 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.

## 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.

Signed

\_\_\_\_\_  
\_\_\_\_\_

Title

\_\_\_\_\_

Company Name

\_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Phone

\_\_\_\_\_

Email Contact:

\_\_\_\_\_

**Bid Price per Bedpan washer:** \_\_\_\_\_

**Tax Extra**    Yes \_\_\_\_\_ No \_\_\_\_\_

## **TENDER CHECKLIST**

**TENDER #0671-1908**

**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.**