



SPECIFICATIONS FOR

TENDER #0971-1632

**SUPPLY AND INSTALLATION OF NEW FLOORING
FOR WESTERN HEALTH**

CLOSING DATE: January 6th, 2017

CLOSING TIME: 2:00 PM (Newfoundland Time)



Supply and Installation of New Flooring

1.0 General Provisions

1.1 Intent

This invitation to Tender is intended to obtain Supply and Installation of New Flooring for the Western Regional Health Authority (Western Health) at the Bay St. George Long Term Care Centre in Port Stephenville Crossing, Newfoundland.

This Tender is concerned with the acquisition Supply and Installation of New Flooring for Bay St. George Long Term Care Centre 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 2016. 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.

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 . 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 be released for construction tenders only.

Individual Authorities may determine that this information will not be released in situations where it is not in the best interest of the Authority to do so.

Upon request, this information may be released to designate(s) of the Newfoundland and Labrador Construction Association (NLCA) only. The designate(s) will be agreed upon by the Authorities and the NLCA.

This information will be released upon request from the NLCA designate(s) at a maximum once per week.

No information will be released in the seven calendar days preceding tender opening.

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 Purchasing Manager
Western Health
P.O. Box 2005
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 Materiels 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: Materiels Management Department, Western Health, Western Memorial Regional Hospital, First Floor, 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

Without:

- reducing the quality of the product required or affecting the intended use of the product
- significantly impacting 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 materials. The Vendor agrees to provide free of charge all parts

and labour necessary to repair the materials during the first year of operation.

1.7.3 Vendor shall indicate the warranty start date _____.

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

1.7.5 Is a board replacement program available and at what cost?

Yes No

Cost: _____

2.0 Product Specifications

2.1 It is strongly recommended that all interested bidders complete a site visit which can be arranged by contacting Andrew Roberts, Facilities Manager, Bay St. George Long Term Care Centre at 709-649-9759. The successful bidder is required to meet all specifications indicated in this Tender document.

- a) Contractor is responsible to supply and install all necessary materials for a complete installation of Industrial Vinyl Flooring for seventy-eight (78) Resident Rooms (washrooms included) for Bay St. George Long Term Care, contractor to confirm dimensions during site visit. Flooring will be installed over the existing tile, floor leveler should be used where needed and new industrial vinyl installed. See room numbers with approximate square footage, along with drawing of Bay St. George Long Term Care attached to tender.
- b) 2.0 mm Polyflor Classic Mystique (or equivalent with equal or better durability) Industrial Vinyl to be used for installation. Samples to be supplied to Western Health and color to be chosen by Western Health before installation.
- c) Flooring will be needed to be installed in such a way that it will extend (flash) up the wall approx. one (1) foot to ensure the floor is completed sealed. An end cap is also to be installed on the end portion of flooring running one foot up the wall. Floor to be welded together using proper tools. There are some rooms previously completed that will be showed during your site visit.
- d) A corner piece will be needed to be installed behind the flooring where The floor meets the wall to ensure proper installation.
- e) The removal of medical equipment and residential items will be done by Western Health. Also the removal of the existing base and

baseboard heater will be done by Western Health during the installation.

- f) This project shall to be completed in such a way that the contractor will only have access to two (2) resident rooms at a time. The Contractor must start and finish two (2) rooms before moving onto other rooms. The Project Schedule is to be set up and approved with Andrew Roberts, Facilities Manager. Contractor will be required to work mostly day shifts and may have an option to work evenings and weekends, if needed, with the approval of Western Health.
- g) Vender is responsible for the disposal of all debris and to leave the work site in fully clean condition.
- h) The contractor shall perform all work according to infection Prevention and Control Standard CSA Z317.13-07. Including the provisions relating to the supply and use of Personal Protective Equipment for the workers. Western Health staff will supply all Dust Barriers, Dust Pads and negative air equipment for ventilation purposes Per CSA 7317.13-07.

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. 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 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 **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.

Signed _____

Title _____

Company Name _____

Address _____

Phone _____

Tender Price \$ _____ **Tax Extra** **Yes** _____ **No** _____

TENDER CHECKLIST

TENDER #0971-1632

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.

