



Labrador-Grenfell
Health

UNIT DOSE DISPENSING SYSTEM
Tender Number LGH 19-003

Labrador-Grenfell Health

CLOSING DATE: Fridy, April 26th, 2019

***CLOSING TIME: 1400 hours Labrador time
1430 hours Newfoundland time***

PURPOSE

Labrador-Grenfell Health invites interested vendors to provide bids for a Unit Dose Dispensing System.

ABOUT US

Labrador-Grenfell Health provides quality health and community services to a population just under 37,000 and covers the communities north of Bartlett's Harbour on the Northern Peninsula and all of Labrador. Corporate headquarters is located in Happy Valley-Goose Bay. Labrador-Grenfell Health employs approximately 1500 staff and operates twenty-two facilities, including three hospitals, three community health centers, fourteen community clinics/nursing stations and two long term care facilities.

Labrador-Grenfell Health provides a wide range of health and community services to a diverse population, over a wide geographic area. These include:

- Acute Care, Diagnostic and Clinical Support Services (in selected locations):
- Primary Health Care Services
- Population Health Services
- Dental Services
- Long-term Care
- Mental Health and Addictions Services
- Residential Services
- Therapeutic Intervention, Family Rehabilitation and Other Rehabilitation Services

INSTURUCTIONS TO BIDDERS

Bidders must complete the Tender Form document and return it in its entirety. Type or legibly print the information required on the Tender Form.

Bidders must clearly print legal name of bidding company on front page of tender document.

Bidders must indicate the brand of products they are bidding on and include product specification information.

Bidders must read the attached Terms & Conditions. Submission of a tender response indicates that bidders have read and understood Labrador-Grenfell Health's Terms and Conditions and bidders accept and agree to be bound by all Terms and Conditions.

All enquires respecting this tender must be directed in writing to:

Labrador-Grenfell Regional Health Authority
Attention: Amanda Ropson
709 454-0103
Email address: amanda.ropson@lghealth.ca

All communication and all questions regarding this Tender must be received by the individual noted above.

All communication must be made by e-mail and will be responded to in the same manner. Enquires made in any other manner will not be addressed.

Sealed Envelop Tender responses *must be* clearly marked with the *Tender Name, Tender Number, Company Name, and Phone Number*. Tenders sealed in courier packages must identify contained tender documents to ensure proper sorting of packages at reception desk. For tender bids that are submitted in envelopes that are not clearly marked, Labrador-Grenfell Health cannot guarantee that these tenders will be at the tender opening or remain unopened until after tender close.

Tenders will be received up to 1400 hours Labrador Time, 1430 hours Newfoundland time on Friday, April 26th, 2019. The time for bid closing will be determined according to the clock in the Regional Director of Materials Management and Contract Services Office, Labrador Health Center, whether accurate or not.

Tenders will be opened at 1400 hours Labrador Time, 1430 hours Newfoundland time on Friday, April 26th, 2019. The time for the opening of tender packages will be determined according to the clock in the Regional Director of Materials Management and Contract Services Office, Labrador Health Center, whether accurate or not.

Tenders clearly marked with the Tender Name and Tender Number shall be addressed and delivered to:

Regional Director of Materials Management
Labrador-Grenfell Health
P. O. Box 7000, Stn. C
Happy-Valley Goose Bay
NL, A0P 1C0
Fax Number (709) 896-6766

Bidders must complete the vendor checklist at the end of this tender document.

For Health Canada Medical Devices and Pharmaceutical supplies having a DIN assigned, vendors **MUST** provide proof of authorized distributorship in the form of a letter from manufacturer.

This is a provincial tender. The other three health boards (Eastern Health, Central Health and Western Health) can purchase from this tender once awarded at the same price and terms as quoted by the successful vendor.

TENDER BID FORM

#	DESCRIPTION	QUA.	UNIT PRICE	AMOUNT (\$)
1	Unit Dose Dispensing System	1		
2				
3	FOB			
	Charles S. Curtis Memorial Hospital, St. Anthony, NL			
4				
5				
6				

Firm Name: _____

Address: _____

Telephone No: _____

signature of official and title

signature of witness and title

Date: _____

Specifications

Automated Unit-Dose Medication Packaging System

The Automated Unit-Dose Medication Packaging System includes the machine for packaging, a thermal printer for printing the drug information and the computer software to perform and maintain the functions of packaging medications.

Packaging Machine

- Shall package oral solid medications.
- Designed for smooth, quiet operation.
- Ability to package a minimum of 60 units per minute.
- Power supply of 120 volts AC, 60 Hz, 5 – 8 amp.
- Produce a package that measures approximately 5 cm x 4 cm.
- Shall have perforation provided between each package in a strip format.
- Heat seal shall be thermostatically controlled and able to seal at low temperature to provide no degradation to medication.
- Each package shall provide a “see through” side that protects light sensitive medications and a drug information side.
- Bench top model that measures approximately 36” w x 16” d x 12” h.
- All electrical circuits shall have circuit breakers.
- Medication feeding chutes shall be able to handle various size tablets and capsules.
- Shall be CSA tested and approved.
- Shall provide safety reverse mode and protection from heat seal mechanism.
- Shall use packaging material that meets USP standards.
- Packager should have the ability to the stage two trays at the same time.
- Tray filling should have the option to be completed through a pick to light and software guided system with barcode verification.
- Swappable Lower packaging unit.
- Graphic Printing for pouch packages.
- Ability to use the same interface as the current Eastern Health’s EXP system.
- Ability to connect to an optional business intelligence software that will give management a full overview of the throughput of the machine and its productivity.

Verification system

- Ability to interface with the current Eastern Health's EXP system.
- Ability to add on a collector module that will cut, roll and tape the pouches by patient or floor.
- Ability to check 13 different parameters.

Printer

- Shall have a power supply of 120V.
- Quiet operation.
- Print quality shall be 200 d. p. i. resolution or better.
- Shall be compatible with software provided.
- Shall have the ability to hold multiple drug information to allow continuous packaging of different drugs.
- Shall have the ability to print different fonts and bar coding as well as other vital drug information.

Software

- Shall have the ability to save and catalog unlimited number of labels of different medication for fast recall and packaging.
- Shall have the ability to produce various activity reports.
- Shall have the ability to print all the pertinent drug information that includes:
 - $\frac{3}{4}$ Drug Name
 - $\frac{3}{4}$ Trade/alternate name
 - $\frac{3}{4}$ Strength
 - $\frac{3}{4}$ Format of drug
 - $\frac{3}{4}$ Lot number
 - $\frac{3}{4}$ Expiry date
 - $\frac{3}{4}$ Manufacturer name
 - $\frac{3}{4}$ Bar code individual drugs
- Shall have the ability to keep inventory records of packaging activities.
- Shall have the ability to produce "tall-man" lettering in same drug name.
- Shall have the ability to adjust fonts.
- Shall have the ability to preview label prior to printing for customization.
- Shall have the ability to sequentially number packaging for inventory control.

GENERAL TERMS AND CONDITIONS

The Labrador-Grenfell Health Materials Management (Purchasing) Department will be the **only** official source of information regarding this tender and information from any other source shall be considered unofficial and may not be correct. Information, offers or commitments from any other source shall not be binding on Labrador-Grenfell Health.

PRICES

Prices quoted on this tender must be made available to all health organizations operating under Labrador-Grenfell Health for the stated contract period.

Prices quoted must be in Canadian currency, F.O.B. Goose Bay as required under this contract with H.S.T. exempt and all other duties and levies included.

ACCEPTANCE

During the open tender period any required additions, deletions or alterations to the tender requirements will be issued in the form of an addendum. All such changes will become an integral part of the tender.

Tenders will be open for acceptance for at least ninety (90) days following the tender closing date.

The lowest or any tender will not necessarily be accepted. Labrador-Grenfell Health is under no obligation to accept a sole or single compliant bid.

For construction projects Labrador-Grenfell Health requires "COR" certified contractors. Sub-contractors must be identified at time of submission and also be "COR" certified. Submissions from vendors not "COR" certified will not be accepted.

NO BIDDER SHALL HAVE ANY CLAIM FOR COMPENSATION OF ANY KIND WHATSOEVER AS A RESULT OF PARTICIPATING IN THIS TENDER. BY SUBMITTING A BID, EACH BIDDER SHALL AGREE THAT IT HAS NO CLAIM FOR DAMAGES ARISING FROM ANY ASPECT OF THIS TENDER PROCESS.

Labrador-Grenfell Health reserves the right to award the tender in whole or in part.

Successful Company name(s) and price(s) will be posted on the website when tender is awarded.

All bids must be sent in a sealed envelope clearly marked with Tender Name and Tender Number. It is the sole responsibility of the bidder to ensure that their bid is delivered at the correct address before tender closing time. Labrador-Grenfell Health will not be responsible for lost or misplaced bids that fail to comply with this requirement to label and seal bids.

FACSIMILE BIDS

Labrador-Grenfell Health will not be held responsible for any damages or liabilities incurred by companies who submit their bids by fax. Companies submitting bids by fax are doing so at their own risk since the prices and relevant information they submit are visible to any person(s).

Companies submitting fax bids are doing so at their own risk since the fax bid must be at the public opening as specified in the tender information. The time stated on the fax bid will become null and void since it is the responsibility of the company placing the bid to have their bid at the public opening. Therefore, Labrador-Grenfell Health will not be responsible for any damages or liabilities.

Bids submitted by electronic transmission (e-mail) will not be accepted.

While Tender is Open:

1. The names of individuals or companies who have picked up the tender documents will not be released.

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.

After Tender Opening:

1. Further information will not be released until after the contract is awarded.
2. After award, only the name and bid price of the successful bidder will be released.
3. Award information will be made available for 90 days after the award date only.

Award of Tender

The Labrador-Grenfell Health Material's Management (Purchasing) Department will be the ONLY official source of notification of tender award. Any notification of award from any other source will be considered unofficial and may not be correct. Notification of tender award from any other source will not be binding upon Labrador-Grenfell Health.

Standard statements for tender calls:

This tender call is subject to the Public Tender Act and Regulations enacted thereunder and confidentiality of the contents of any bid cannot be guaranteed after opening. Bidders are hereby informed that bid pricing may be released at the public opening.

Prices released at time of tender opening are preliminary only and do not indicate final price and/or compliance of bids.

Tender evaluation and award of contract for this item will be done in accordance with the procedures outlined in the latest revised *Public Tender Act*, R.S.N.L. 1990, chapter P-45 and its associated Regulations.

Standard statements for tender calls: (cont'd)

Policy criteria application and procedures will be as established under related legislation and guidelines.

All equipment MUST be C.S.A. certified. Where not CSA certified, bidder is responsible for the cost of CSA certification.

International Sale of Goods Act does not apply in this tender or any potential future purchases applying to this tender. Only Canadian Business Laws and Canadian Sales of Goods Act will apply.

In order to contribute to waste reduction and promote environmental protection, Labrador-Grenfell Health will endeavor to acquire goods and services that support these principles. Therefore, product(s) quoted should (without reducing the quality of the product, without negatively affecting the intended use of the product, and without significantly increasing the acquisition cost):

- Minimize the level of post-consumer waste and/or maximize recyclable content
- Minimize packaging
- Maximize energy efficiency
- Maximize the potential for recycling
- Minimize disposal cost
- Minimize environmental hazards

Labrador-Grenfell Health has instituted a tobacco and smoke free environment. The Smoke Free Environment Policy prohibits the use of all tobacco products on properties owned or leased by Labrador-Grenfell Health including grounds, parking lots (vehicles parked therein) and all buildings e.g. hospitals, mental health facilities, long term care facilities and community health settings. This policy applies to all employees, physicians, patients, clients, residents, visitors, students, volunteers and all agents of Labrador-Grenfell Health. All vendors and contractors to Labrador-Grenfell Health are expected to abide by this policy as well.

Labrador-Grenfell Health also has a scent free policy in place which applies to all employees, physicians, patients, clients, residents, visitors, students and volunteers. All vendors and contractors to Labrador-Grenfell Health are expected to abide by this policy as well.

The Terms and Conditions of this Tender will prevail over the Terms and Conditions submitted by any bidder.

The successful bidder will be required to sign a Privacy and Confidentiality Agreement with Labrador-Grenfell Health.

Labrador-Grenfell Health

VENDOR CHECKLIST - CAPITAL EQUIPMENT OR SERVICES

REQUEST TO TENDER #: LGH 19-003

Specific Terms and Conditions in the Tender documents shall take precedence over these where different.

Note: This form will be referenced in any purchase order issued under this Tender. Answer all applicable questions to the best of your ability.

I. PRICE: MARKET CONDITIONS

- A. Your price will remain firm for _____ days.
- B. What is the list price? _____
- C. When do you expect your next price increase to occur?

- D. What do you expect the increase to be? _____
(Amount or Percent)

II. WARRANTY-SERVICE

- A. Specify the warranty period and coverage.

- B. Who will service this equipment during the warranty period? _____

III. EVALUATION

Awarding of tender will be based upon the following:

- Functionality
- Price
- Ergonomics
- Delivery Date

IV. TENDER PRICE

Price for supply of Unit Dose Dispensing System, \$_____ (excluding taxes).

- Please include descriptive literature with your quote.
- Please provide three (3) copies of the tender response.

Compliance: Yes No Comment _____

V. OTHER INFORMATION

A. Provide the location and telephone numbers of service representatives.

B. Use this section below to list any additional information which you feel would be of interest to use in making an award decision.

Completed by: _____ (Name & Title) _____ (Date)

The following documents will need to be read and signed before tender can be awarded to the successful bidder:

- Oath/Affirmation of Confidentiality (Contractors/Vendors) LG Health #: P&A-9-020-2.
- Anti- Collusion Clause.
- Labrador Grenfell Health Vendor and Contractors Safety Policy Orientation Checklist, Handbook and Agreement.