



**udecott**

Urban Development Corporation of  
Trinidad and Tobago Limited

# REQUEST FOR PROPOSALS

## PROVISION OF PLUMBING MAINTENANCE SERVICES AT VARIOUS BUILDINGS AT GOVERNMENT CAMPUS PLAZA

The Government of the Republic of Trinidad and Tobago (GORTT), through the Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT), is desirous of procuring Plumbing Maintenance Services at various buildings at the Government Campus Plaza.

In this regard, the GORTT through UDeCOTT invites suitably qualified and experienced entities to submit proposals for **PLUMBING MAINTENANCE SERVICES** at the following buildings:

1. The Immigration Building;
2. The Office of the Attorney and Legal Affairs Building; and,
3. The Customs and Excise Building.

The successful contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents are advised that submissions must include ALL the documents as set forth in the RFP. Failure to do so may result in disqualification.

### **INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE**

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To participate, proponents must be registered on the E-Tender System. **Proponents already registered on the E-Tender System are not required to register again.**

To access the Vendor Registration, proponents are required to go to UDeCOTT's website at [udecott.com](http://udecott.com), place the cursor over the **tendersmenu** at the top of the page, then select **E-Tender portal** in the drop-down list. Once registered, an automated email will be sent to the registered email account directing the proponent to activate their E-Tender account. Once the account is activated, the proponent will then be allowed access to view the RFP on the E-Tender System.

Should you encounter any technical difficulties in accessing or using the system, you are to immediately contact our IT Helpdesk at 225-4004 ext. 206 or [etenderhelpdesk@udecott.com](mailto:etenderhelpdesk@udecott.com), carbon copying the Secretary of the Tenders Committee at [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com).

The RFP package will be available for purchase from October 5, 2021. To download the RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **\$1,500.00 VAT Inclusive**.

### **INFORMATION SESSION AND SITE VISIT**

An online Information Session will be held on **October 8, 2021 at 10:00 a.m.** The Site Visit will be at a date and time to be announced. Interested parties are kindly asked to confirm their availability, together with the names and preferred email addresses of their representatives who will be in attendance via email to [tendersecretary@udecott.com](mailto:tendersecretary@udecott.com) by **2:00 p.m. on October 7, 2021.**

The deadline date for submissions is **October 29, 2021 at 2:00pm (AST).** Please visit our website at [udecott.com](http://udecott.com) for further details and updates.

SECRETARY, TENDERS COMMITTEE

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

SCOPE OF WORKS

1. The Contractor will be contracted to provide on-call Plumbing Services for the Immigration building, Government Campus Plaza, Richmond Street, POS for a period of twelve (12) months
2. Work may include, but is not limited to, as listed in table below:

EQUIPMENT	NUMBER	MAINTENANCE ACTIVITY	FREQUENCY
Sumps Pumps Basement	4	Remove intake screen and clean any debris	Quarterly
		Clean impeller as needed	Quarterly
		Clean air bleed or weep hole as needed	Quarterly
		Clean pit of any debris as needed	Quarterly
		Add water to pit and check operation of pump	Quarterly
		Check operation of float switches	Quarterly
		Check discharge line to ensure it is not clogged	Quarterly
		Check indicator lights on panel	Quarterly
		Check manual/automatic switches on panel	Quarterly
Marathon triplex Water Pumps Basement	3	Inspect motor bearings and replace or lubricate as necessary.	Bi-Annually
		Inspect pump seals and replace as necessary.	Bi-Annually
		Inspect gaskets and replace as necessary.	Bi-Annually
		Inspect pump for loose components and repair/replace as necessary.	Bi-Annually
		Inspect and clean shaft and sleeve.	Bi-Annually
		Inspect and clean cover plate seal cavity.	Bi-Annually
		Visually inspect tank and components for corrosion or pitting. Rectify as necessary.	Bi-Annually
Sunnik sectional steel water storage tank 4mx4mx2m in Basement	1	Visually inspect connections to ensure additional bracing not required. Rectify as necessary.	Annually
		Visually inspect all structural supports for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for corrosion and pitting. Coat or replace parts as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect tank and components such as hatch for corrosion or pitting. Rectify as necessary.	Annually

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

Potable Water Tanks 450 Gals	6	Check that overflows are fitted and unobstructed.	Bi-Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Bi-Annually
		Inspect the inside of the tank for cracks and structural issues. Repair as necessary.	Bi-Annually
		Inspect tank float and filling mechanism to ensure no corrosion or damage. Repair or replace as necessary.	Bi-Annually
		Exercise all valves to ensure functionality	Bi-Annually
General		Repairs to leaks, burst pipes, fittings, toilets, sinks, urinals, flush valves etc.	As needed
		Clearing of blocked pipes, sinks, toilets, guttering, floor drains etc.	As needed
		Investigation of leaks in high rise buildings and underground pipes	As needed
		Repairs to sprinkler lines and chilled water pipe lines if required	As needed
		Repairs and servicing of pressure tanks, storage tanks etc.	As needed
		Repairs and Servicing of faucets and floor drains	As needed
		Repairs and servicing of sewer and potable water connections	As needed
		Working with copper, PVC, CPVC, press fittings and PEX lines.	As needed
		Repairs and servicing of pressure reducing valves, water heaters	As needed
		Repairs and servicing of pumps including duplex pumps, sump pumps and associated controllers	As needed
		Any other plumbing related work as required	As needed

3. All corrective maintenance work to be done on shall be charged separately from the preventive maintenance cost once the quotation is approved.
4. The Contractor shall ensure that trained representatives attend to emergencies within two (2) hours of an emergency call.
5. The Contractor shall have access to the following equipment as listed in "Table 1" and shall make such available upon request.  
The rates quoted within shall remain consistent throughout the duration of the contract on a daily rate basis.  
All "snake" equipment should have a minimum run of one hundred and twenty five feet (125')
6. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes which include the Plumbing Code of Trinidad and Tobago.

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

7. The Contractor shall be asked to prepare and submit a daily job ticket to be signed off each day for work performed. (This shall include names of employees, hours, tasks performed, materials used and equipment rented).
8. The Contractor shall ensure proper housekeeping is performed at all times.
9. The Contractor's hours of work shall be the arrival and departure times on site, no payment will be allowed for the designated lunch hour.
10. The Contractor shall not charge for transportation of workers to site.
11. The contractor shall ensure that his workers are professionally attired
12. The contractor shall ensure that his workers are supplied with company IDs when on site
13. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
14. The Contractor shall have in his employ, and utilize in connection with this Contract, competent Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
15. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
16. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health Act [2004] amended 2006, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
17. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.
18. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.
19. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the Services.
20. The Services will be provided at established labor rates as outlined in "Table 2", and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.
21. The contractor shall submit a list of names and classes of workers assigned to the facility before commencement of the Contract.

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

22. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:
- Caution tape and barriers;
  - Hazard cones;
  - Out-of-Order signage;
  - Trip hazard;
  - High visible construction warning signs; and
  - Early warning signs of work zones ahead and/or work areas,

23. The Contractor shall indemnify UDeCOTT for any and/or all loss/damage/injury to persons/property, arising out of the neglect/actions/omissions of the Contractor through no fault attributed to UDeCOTT.

24. INVOICING

The daily job tickets are used to verify all labour and material costs that are invoiced.

Please note:

- All Job tickets for the relevant period must be submitted with the contractor's monthly invoice.
- Works that are not recorded on a job ticket cannot be billed for and will not be paid.
- The lunch hour will not be billed for.
- The VAT exclusive price of all materials can be marked up by 15%.
- Back up invoices for all materials used must be attached to each ticket when submitted.
- Labour costs cannot be marked up.
- Labour costs will be paid for work/time spent onsite only. Activities offsite, including transport time and procurement cannot be billed for and will not be paid.
- Delivery of materials for use on site cannot be billed for and will not be paid.
- A summary sheet must be attached to the monthly invoice showing breakdowns of labour, material and equipment costs.

CMMS

25. For all maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the maintenance work.
26. The contractor must be able to receive scheduled work orders and submit quotations via email.
27. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
28. All corrective work performed will be planned work and must be recorded on a separate service report which shall be invoiced separately. Note the invoice must contain the work order number

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

29. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
30. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table 3 below.
31. All completed work being invoiced for must be supported by the contractor's service reports containing UDeCOTT's work order numbers. Please note if UDeCOTT's work order numbers are not included in the contractor's service reports, the invoices will not be processed.
32. When invoicing of all maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
33. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work cannot be executed due to unforeseen circumstances.
34. The contractor can only invoice for work completed with a valid work order number.
35. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
36. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
  - a. Description of the work done
  - b. Location where the work was done (as accurate as possible) – building, floor, room
  - c. Equipment number, model number, serial number
  - d. Technician name and class type
  - e. Start and end times of work
  - f. Date the work was done
  - g. Material used
  - h. Equipment rented if applicable
  - i. Corrective work to be done
  - j. Signatures of UDeCOTT and contractor's worker

Table 1

No.	Equipment	Rate/Hour [V.A.T. Ex.]
1	Camera snake (or similar type of equipment)	
2	Jet flush (or similar type of equipment)	
3	Mechanical Pipe Snake (or similar type of equipment)	

SCOPE OF WORKS  
PLUMBING SERVICES



Immigration Building, GCP

**BILL OF QUANTITIES**

Item	Area	Qty	Frequency	Unit Cost/item	Annual Total
1	Maintenance of Main Potable triplex Water Pumps in basement	3	Bi-Annually		
2	Maintenance of sump pumps in basement	4	Quarterly		
3	Cleaning of Sunnik sectional steel water storage tank 4mx4mx2m in Basement	1	Annually		
4	Cleaning of Rotaplastic 450 Gal Potable Water Tanks on roof	6	Bi-Annually		
				<b>SUB TOTAL</b>	
				<b>12.5% VAT</b>	
				<b>TOTAL</b>	

LABOUR RATE SHEET

*Table 2*

Description	Category of Worker	Cost /Hour (VAT Exclusive)
Monday – Friday Normal Working Hours (8am – 5pm)	Supervisor	
	Plumber	
	Assistant	
Monday – Friday Outside Normal Working Hours	Supervisor	
	Plumber	
	Assistant	
Saturdays, Sundays, Public Holidays	Supervisor	
	Plumber	
	Assistant	

SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

SCOPE OF WORKS

1. The Contractor will be contracted to provide on-call Plumbing Services for the Customs and Excise building, Government Campus Plaza, Ajax Street, POS for a period of twelve (12) months
2. Work may include, but is not limited to, as listed in table below:

EQUIPMENT	NUMBER	MAINTENANCE ACTIVITY	FREQUENCY
Grinder Pumps Basement	2	Inspect seals and replace as necessary.	Quarterly
		Inspect sewage grinder pump motor chamber for oil level and contamination and repair.	Quarterly
		Inspect the pump impeller and body for excessive build-up or clogging and repair.	Quarterly
		Inspect the pump motor and bearings and replace as required.	Quarterly
		Check condition of oil and change oil as necessary.	Quarterly
		Visually inspect all parts of unit for corrosion or pitting.	Quarterly
Aurora Water Pumps Basement	2	Inspect motor bearings and replace or lubricate as necessary.	Bi-Annually
		Inspect pump seals and replace as necessary.	Bi-Annually
		Inspect gaskets and replace as necessary.	Bi-Annually
		Inspect pump for loose components and repair/replace as necessary.	Bi-Annually
		Inspect and clean shaft and sleeve.	Bi-Annually
		Inspect and clean cover plate seal cavity.	Bi-Annually
		Visually inspect tank and components for corrosion or pitting. Rectify as necessary.	Bi-Annually
Sunnik sectional steel water storage tank 4mx4mx2m in Basement	1	Visually inspect connections to ensure additional bracing not required. Rectify as necessary.	Annually
		Visually inspect all structural supports for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for corrosion and pitting. Coat or replace parts as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect tank and components such as hatch for corrosion or pitting. Rectify as necessary.	Annually



SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

Potable Water Tanks 450 Gals	6	Check that overflows are fitted and unobstructed.	Bi-Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Bi-Annually
		Inspect the inside of the tank for cracks and structural issues. Repair as necessary.	Bi-Annually
		Inspect tank float and filling mechanism to ensure no corrosion or damage. Repair or replace as necessary.	Bi-Annually
		Exercise all valves to ensure functionality	Bi-Annually
Sump pumps	3	Remove intake screen and clean any debris	Quarterly
		Clean impeller as needed	Quarterly
		Clean air bleed or weep hole as needed	Quarterly
		Clean pit of any debris as needed	Quarterly
		Add water to pit and check operation of pump	Quarterly
		Check operation of float switches	Quarterly
		Check discharge line to ensure it is not clogged	Quarterly
		Check indicator lights on panel	Quarterly
Check manual/automatic switches on panel	Quarterly		
General		Repairs to leaks, burst pipes, fittings, toilets, sinks, urinals, flush valves etc.	As needed
		Clearing of blocked pipes, sinks, toilets, guttering, floor drains etc.	As needed
		Investigation of leaks in high rise buildings and underground pipes	As needed
		Repairs to sprinkler lines and chilled water pipe lines if required	As needed
		Repairs and servicing of pressure tanks, storage tanks etc.	As needed
		Repairs and Servicing of faucets and floor drains	As needed
		Repairs and servicing of sewer and potable water connections	As needed
		Working with copper, PVC, CPVC, press fittings and PEX lines.	As needed
		Repairs and servicing of pressure reducing valves, water heaters	As needed
		Repairs and servicing of pumps including duplex pumps, sump pumps and associated controllers	As needed
		Any other plumbing related work as required	As needed

3. All corrective maintenance work to be done shall be charged separately from the preventive maintenance cost once the quotation is approved.
4. The Contractor shall ensure that trained representatives attend to emergencies within two (2) hours of an emergency call.

SCOPE OF WORKS  
PLUMBING SERVICES

CUSTOMS AND EXCISE



5. The Contractor shall have access to the following equipment as listed in "Table 1" and shall make such available upon request.  
The rates quoted within shall remain consistent throughout the duration of the contract on a daily rate basis.  
All "snake" equipment should have a minimum run of one hundred and twenty five feet (125')
6. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes which include the Plumbing Code of Trinidad and Tobago.
7. The Contractor shall be asked to prepare and submit a daily job ticket to be signed off each day for work performed. (This shall include names of employees, hours, tasks performed, materials used and equipment rented).
8. The Contractor shall ensure proper housekeeping is performed at all times.
9. The Contractor's hours of work shall be the arrival and departure times on site, no payment will be allowed for the designated lunch hour.
10. The Contractor shall not charge for transportation of workers to site.
11. The contractor shall ensure that his workers are professionally attired
12. The contractor shall ensure that his workers are supplied with company IDs when on site
13. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
14. The Contractor shall have in his employ, and utilize in connection with this Contract, competent Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
15. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
16. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health Act [2004] amended 2006, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
17. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.
18. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.

SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

19. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the Services.
20. The Services will be provided at established labor rates as outlined in "Table 2", and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.
21. The contractor shall submit a list of names and classes of workers assigned to the facility before commencement of the Contract.
22. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:
  - Caution tape and barriers;
  - Hazard cones;
  - Out-of-Order signage;
  - Trip hazard;
  - High visible construction warning signs; and
  - Early warning signs of work zones ahead and/or work areas,
23. The Contractor shall indemnify UDeCOTT for any and/or all loss/damage/injury to persons/property, arising out of the neglect/actions/omissions of the Contractor through no fault attributed to UDeCOTT.
24. **INVOICING**  
The daily job tickets are used to verify all labour and material costs that are invoiced.  
Please note:
  - a. All Job tickets for the relevant period must be submitted with the contractor's monthly invoice.
  - b. Works that are not recorded on a job ticket cannot be billed for and will not be paid.
  - c. The lunch hour will not be billed for.
  - d. The VAT exclusive price of all materials can be marked up by 15%.
  - e. Back up invoices for all materials used must be attached to each ticket when submitted.
  - f. Labour costs cannot be marked up.
  - g. Labour costs will be paid for work/time spent onsite only. Activities offsite, including transport time and procurement cannot be billed for and will not be paid.
  - h. Delivery of materials for use on site cannot be billed for and will not be paid.
  - i. A summary sheet must be attached to the monthly invoice showing breakdowns of labour, material and equipment costs.

CMMS

25. For all maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the maintenance work.

SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

26. The contractor must be able to receive scheduled work orders and submit quotations via email.
27. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
28. All corrective work performed will be planned work and must be recorded on a separate service report which shall be invoiced separately. Note the invoice must contain the work order number
29. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
30. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table 3 below.
31. All completed work being invoiced for must be supported by the contractor's service reports containing UDeCOTT's work order numbers. Please note if UDeCOTT's work order numbers are not included in the contractor's service reports, the invoices will not be processed.
32. When invoicing of all maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
33. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work cannot be executed due to unforeseen circumstances.
34. The contractor can only invoice for work completed with a valid work order number.
35. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
36. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
  - a. Description of the work done
  - b. Location where the work was done (as accurate as possible) – building, floor, room
  - c. Equipment number, model number, serial number
  - d. Technician name and class type
  - e. Start and end times of work
  - f. Date the work was done
  - g. Material used
  - h. Equipment rented if applicable

SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

- i. Corrective work to be done
- j. Signatures of UDeCOTT and contractor's worker

Table 1

No.	Equipment	Rate/Hour [V.A.T. Ex.]
1	Camera snake (or similar type of equipment)	
2	Jet flush (or similar type of equipment)	
3	Mechanical Pipe Snake (or similar type of equipment)	

**BILL OF QUANTITIES**

Item	Area	Qty	Unit	Unit Cost	Annual Total
1	Maintenance of sewer Grinder Pumps in basement	2	Quarterly		
2	Maintenance of Aurora Water Pumps in basement	2	Bi-Annually		
3	Maintenance of sump pumps in basement	3	Quarterly		
4	Cleaning of Sunnik sectional steel water storage tank 4mx4mx2m in Basement	1	Annually		
5	Cleaning of Rotaplastic 450 Gal Potable Water Tanks on roof	6	Bi-Annually		
				<b>SUB TOTAL</b>	
				<b>12.5% VAT</b>	
				<b>TOTAL</b>	

SCOPE OF WORKS  
PLUMBING SERVICES



CUSTOMS AND EXCISE

LABOUR RATE SHEET

*Table 2*

Description	Category of Worker	Cost /Hour (VAT Exclusive)
Monday – Friday Normal Working Hours (8am – 5pm)	Supervisor	
	Plumber	
	Assistant	
Monday – Friday Outside Normal Working Hours	Supervisor	
	Plumber	
	Assistant	
Saturdays, Sundays, Public Holidays	Supervisor	
	Plumber	
	Assistant	

SCOPE OF WORKS  
PLUMBING SERVICES



MAGLA Tower, GCP

SCOPE OF WORKS

1. The Contractor will be contracted to provide Plumbing Services at the MAGLA Tower, Government Campus Plaza, Richmond Street, POS for a period of twelve (12) months
2. Work may include, but is not limited to, as listed in table below:

EQUIPMENT	NUMBER	MAINTENANCE ACTIVITY	FREQUENCY
Grinder Pumps Basement	2	Inspect seals and replace as necessary.	Bi-Annually
		Inspect sewage grinder pump motor chamber for oil level and contamination and repair.	Bi-Annually
		Inspect the pump impeller and body for excessive build-up or clogging and repair.	Bi-Annually
		Inspect the pump motor and bearings and replace as required.	
		Check condition of oil and change oil as necessary.	Bi-Annually
		Visually inspect all parts of unit for corrosion or pitting.	Bi-Annually
		Perform any other task as may be required	Bi-Annually
Bell and Gossett Triplex Water Pumps Basement and level 10	2 (6 pumps)	Inspect motor bearings and replace or lubricate as necessary.	Bi-Annually
		Inspect pump seals and replace as necessary.	Bi-Annually
		Inspect gaskets and replace as necessary.	Bi-Annually
		Inspect pump for loose components and repair/replace as necessary.	Bi-Annually
		Inspect and clean shaft and sleeve.	Bi-Annually
		Inspect and clean cover plate seal cavity.	Bi-Annually
		Visually inspect tank and components for corrosion or pitting. Rectify as necessary.	Bi-Annually
Braithwaite steel water storage tank 3.66mx2.44mx2.44m 5400 Gal Level 10	2	Visually inspect connections to ensure additional bracing not required. Rectify as necessary.	Annually
		Visually inspect all structural supports for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for corrosion and pitting. Coat or replace parts as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect tank and components such as hatch for corrosion or pitting. Rectify as necessary.	Annually

SCOPE OF WORKS  
PLUMBING SERVICES



MAGLA Tower, GCP

Concrete Underground Potable Water Tank 36,895 Gals Basement	1	Visually inspect level sensor for issues. Rectify as necessary.	Annually
		Visually inspect all visible structural members for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for cracks and structural issues. Repair as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect level sensor for issues. Rectify as necessary.	Annually
Sump Pump Basement	4	Remove intake screen and clean any debris	Quarterly
		Clean impeller as needed	Quarterly
		Clean air bleed or weep hole as needed	Quarterly
		Clean pit of any debris as needed	Quarterly
		Add water to pit and check operation of pump	Quarterly
		Check operation of float switches	Quarterly
		Check discharge line to ensure it is not clogged	Quarterly
		Check indicator lights on panel	Quarterly
		Check manual/automatic switches on panel	Quarterly
General		Repairs to leaks, burst pipes, fittings, toilets, sinks, urinals, flush valves etc.	As needed
		Maintenance of sump pumps: inspect pump for any stuck debris, check operation, clean pit, check floates	Quarterly
		Clearing of blocked pipes, sinks, toilets, guttering, floor drains etc.	As needed
		Investigation of leaks in high rise buildings and underground pipes	As needed
		Repairs to sprinkler lines and chilled water pipe lines if required	As needed
		Repairs and servicing of pressure tanks, storage tanks etc.	As needed
		Repairs and Servicing of faucets and floor drains	As needed
		Repairs and servicing of sewer and potable water connections	As needed
		Working with copper, PVC, CPVC, press fittings and PEX lines.	As needed



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		Repairs and servicing of pressure reducing valves, water heaters	As needed
		Repairs and servicing of pumps including duplex pumps, sump pumps and associated controllers	As needed
		Any other plumbing related work as required	As needed

3. All corrective maintenance work to be done shall be charged separately from the preventive maintenance cost once the quotation is approved.
4. The Contractor shall ensure that trained representatives attend to emergencies within two (2) hours of an emergency call.
5. The Contractor shall have access to the following equipment as listed in "Table 1" and shall make such available upon request.  
The rates quoted within shall remain consistent throughout the duration of the contract on a daily rate basis.  
All "snake" equipment should have a minimum run of one hundred and twenty five feet (125')
6. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes which include the Plumbing Code of Trinidad and Tobago.
7. The Contractor shall be asked to prepare and submit a daily job ticket to be signed off each day for work performed. (This shall include names of employees, hours, tasks performed, materials used and equipment rented).
8. The Contractor shall ensure proper housekeeping is performed at all times.
9. The Contractor's hours of work shall be the arrival and departure times on site, no payment will be allowed for the designated lunch hour.
10. The Contractor shall not charge for transportation of workers to site.
11. The contractor shall ensure that his workers are professionally attired
12. The contractor shall ensure that his workers are supplied with company IDs when on site
13. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
14. The Contractor shall have in his employ, and utilize in connection with this Contract, competent Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
15. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.

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16. The Contractor shall comply with all applicable Laws and regulations regarding safety including but not limited to those contained in the Occupational Safety and Health Act [2004] amended 2006, which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
17. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.
18. The Contractor shall not permit the use of alcohol or radios on site, nor shall it permit pets to be brought upon the site or the use of inappropriate language thereon.
19. The Contractor shall supply all the necessary materials as new, unopened units and shall further supply all necessary tools, equipment and access aids to allow the safe and prompt execution of the Services.
20. The Services will be provided at established labor rates as outlined in "Table 2", and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.
21. The contractor shall submit a list of names and classes of workers assigned to the facility before commencement of the Contract.
22. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:
  - Caution tape and barriers;
  - Hazard cones;
  - Out-of-Order signage;
  - Trip hazard;
  - High visible construction warning signs; and
  - Early warning signs of work zones ahead and/or work areas,
23. The Contractor shall indemnify UDeCOTT for any and/or all loss/damage/injury to persons/property, arising out of the neglect/actions/omissions of the Contractor through no fault attributed to UDeCOTT.
24. INVOICING  
The daily job tickets are used to verify all labour and material costs that are invoiced.  
Please note:
  - a. All Job tickets for the relevant period must be submitted with the contractor's monthly invoice.
  - b. Works that are not recorded on a job ticket cannot be billed for and will not be paid.
  - c. The lunch hour will not be billed for.
  - d. The VAT exclusive price of all materials can be marked up by 15%.
  - e. Back up invoices for all materials used must be attached to each ticket when submitted.
  - f. Labour costs cannot be marked up.

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- g. Labour costs will be paid for work/time spent onsite only. Activities offsite, including transport time and procurement cannot be billed for and will not be paid.
- h. Delivery of materials for use on site cannot be billed for and will not be paid.
- i. A summary sheet must be attached to the monthly invoice showing breakdowns of labour, material and equipment costs.

CMMS

- 25. For all maintenance work, work order numbers and task sheets with maintenance activities shall be sent via email to the contractor which are to be included in the service reports when the work is executed. Note these maintenance activities are to be included in the contractor's scope of activities when executing the maintenance work.
- 26. The contractor must be able to receive scheduled work orders and submit quotations via email.
- 27. For all corrective work identified, the contractor must clearly record same on their service reports and a copy is to be given to UDeCOTT. All corrective work must be estimated and submitted to UDeCOTT to be scheduled. Work order numbers for the corrective work will be sent to the contractor via email which are to be included in their service reports when the works are executed.
- 28. All corrective work performed will be planned work and must be recorded on a separate service report which shall be invoiced separately. Note the invoice must contain the work order number
- 29. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in Table below. A Work order number will be assigned and emailed the following day which shall be included in the contractor's service report for the executed work. Note the emergency work will be invoiced separately and the invoice must contain the work order number.
- 30. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table 3 below.
- 31. All completed work being invoiced for must be supported by the contractor's service reports containing UDeCOTT's work order numbers. Please note if UDeCOTT's work order numbers are not included in the contractor's service reports, the invoices will not be processed.
- 32. When invoicing of all maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
- 33. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work cannot be executed due to unforeseen circumstances.
- 34. The contractor can only invoice for work completed with a valid work order number.
- 35. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.

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36. The contractor must provide service reports in triplicate, one copy for UDeCOTT, one copy for the contractor records and the original for the contractor to be submitted with the invoice. The service reports must include the following:
- Description of the work done
  - Location where the work was done (as accurate as possible) – building, floor, room
  - Equipment number, model number, serial number
  - Technician name and class type
  - Start and end times of work
  - Date the work was done
  - Material used
  - Equipment rented if applicable
  - Corrective work to be done
  - Signatures of UDeCOTT and contractor’s worker

Table 1

No.	Equipment	Rate/Hour [V.A.T. Ex.]
1	Camera snake (or similar type of equipment)	
2	Jet flush (or similar type of equipment)	
3	Mechanical Pipe Snake (or similar type of equipment)	

**BILL OF QUANTITIES**

Item	Description	Qty	Unit	Unit Cost	Annual Total
1	Maintenance of Main Potable Water Pumps in basement and level 10	6	Bi-Annually		
2	Maintenance of sump pumps	4	Quarterly		
3	Cleaning of the Braithwaite steel tanks on level 10	2	Annually		
4	Cleaning of Concrete underground Potable Water Tank in the basement	1	Annually		
5	Maintenance of Grinder Pumps	2	Bi-Annually		
				<b>SUB TOTAL</b>	
				<b>12.5% VAT</b>	
				<b>TOTAL</b>	

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LABOUR RATE SHEET

*Table 2*

Description	Category of Worker	Cost /Hour (VAT Exclusive)
Monday – Friday Normal Working Hours (8am – 5pm)	Supervisor	
	Plumber	
	Assistant	
Monday – Friday Outside Normal Working Hours	Supervisor	
	Plumber	
	Assistant	
Saturdays, Sundays, Public Holidays	Supervisor	
	Plumber	
	Assistant	

## **FREQUENTLY ASKED QUESTIONS (FAQs)**

### **Provision of Plumbing Maintenance Services at various buildings at Government Campus Plaza:**

#### **What is the purpose of this Request for Proposal?**

The purpose of this Request for Proposal is to identify and contract suitably qualified and experienced Contractors with the specialised expertise necessary to provide Plumbing Maintenance Services.

#### **What is the Location of the site?**

The Plumbing Maintenance Services are required at the following buildings at the Government Campus Plaza;

1. Immigration Division Building
2. Customs and Excise Building and
3. Ministry of the Attorney General and Legal Affairs Tower

#### **Date and Time of Pre-submission Meeting?**

A virtual Pre-submission Meeting will be held Friday 8 October, 2021 at 10:00 a.m.

#### **Date and Time of Site Visit?**

The Site visit will be held at 2:00p.m. on Friday 8 October 2021. The assembly point will be the Government Campus Plaza Information Booth, Richmond Street, Port of Spain.

#### **Are there any eligibility requirements for this Procurement Process?**

In order to be eligible for evaluation and/or consideration to provide the Services, Proponents must be able to demonstrate the following:

- Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable),
- Submission of a copy of Annual Return – 2020 (2021 if applicable)
- Submission of copies of valid statutory clearance/compliance certificates, namely,
  - VAT Clearance Certificate
  - BIR Clearance Certificate
  - NIS Certificate of Compliance

#### **Are Proponents required to submit a Bid Bond with their Proposals?**

No. A Bid Bond is not required for this RFP.

**Proponents are to note that the responses provided as guidance to these Frequently Asked Questions does not relieve the Proponent of its obligation and responsibility to fulfil and comply with all requirements of the Request for Proposals.**