



THE URBAN DEVELOPMENT CORPORATION OF TRINIDAD AND TOBAGO LIMITED (UDeCOTT)

REQUEST FOR PROPOSAL

FIRE ALARM AND BMS MAINTENANCE SERVICES AT THE INTERNATIONAL WATERFRONT CENTRE, TOWERS C AND D

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 Fire Alarm and BMS Maintenance Services at the International Waterfront Centre, Towers C and D for a period of one (1) year.

In this regard, UDeCOTT hereby invites suitably qualified and experienced entities to submit proposals for **FIRE ALARM AND BMS MAINTENANCE SERVICES FOR THE INTERNATIONAL WATERFRONT CENTRE, TOWERS C AND D**, at Wrightson Road, Port of Spain.

The successful contractor shall be chosen using a competitive selection process as set out in the Request for Proposals (RFP). Proponents will be required to demonstrate adequate experience in the provision of similar services as defined by the 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, place the cursor over the **tenders menu** 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, carbon copying the Secretary of the Tenders Committee at tendersecretary@udecott.com.

The RFP packages will be available for purchase from **July 19, 2022**. To download an RFP package, you will then be required to select and purchase the RFP **via online payment**. The cost of each RFP package is **\$1,500.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Tuesday July 26, 2022 at 10:00 a.m.**

A **Site Visit** will be held at the **Project Site, situated at Wrightson Road, Port of Spain** on **Wednesday July 27, 2022 at 10:00 a.m.**

SUBMISSION

Proponents are advised that submissions must include ALL the documents as set forth in the RFP and must be in accordance with the terms therein.

Failure to do so may result in disqualification.

Proponents are advised that **only PDF** files can be uploaded onto the E-Tender platform. The responsibility for file conversion resides with the Proponent and failing to submit proposals in PDF format may result in disqualification.

The deadline date for submissions is **August 9, 2022 at 2:00pm (AST)**.

Additional information may be requested through email forwarded to the attention of **The Secretary, Tenders Committee** at tendersecretary@udecott.com.

UDeCOTT reserves the right to reject any or all proposals for failure to comply with any mandatory requirements stated in the RFP.

SECRETARY, TENDERS COMMITTEE

SCOPE OF WORKS

1. The following lists the monthly maintenance activities for the BMS and Fire Alarm Systems:

MONTHLY BMS MAINTENANCE ACTIVITIES

- a. Inspect and correct minor problems on the BMS computer
- b. Inspect and Clean all the BMS panels, sensors and devices.
- c. Identify and correct troubles on system during the maintenance.
- d. Replacement Devices and Material if necessary will be invoiced separately.
- e. Following each maintenance a full system management report/audit will also be produced and sent to Udecott within 7 days of a maintenance/inspection visit.
- f. Troubleshoot and rectify any failure in operation or communication lost on the BMS system caused by normal daily system operation.
- g. Generate system reports
- h. Perform complete diagnostics of all network devices, sensors and actuators
- i. Check integrity of all network devices.
- j. Test and check all Hand/auto/Off switches for AHUS and pumps
- k. Check integrity of all electrical connections
- l. Test all panel batteries to ensure they are charging within specified voltage ranges and load test under normal field conditions.
- m. Clean all panels and visually check all connections and physical links.
- n. Check integrity of all voltage protection devices (breakers, fuses etc.

MONTHLY FIRE ALARM MAINTENANCE ACTIVITIES

- a. Inspect and Clean all fire alarm devices, panels and power supplies.
- b. Identify troubles during the maintenance for client and report as found.
- c. Troubleshoot and rectify any fault or trouble on the fire alarm system caused by normal daily system operation and perform all minor corrective repairs found i.e. loose or broken wires, devices not located or connected properly to be corrected during service visit. (This does not include replacement devices which if necessary will be invoiced for separately)
- d. Perform complete diagnostics of all detection devices (Smoke, heat detectors etc.), calibrate and test. Clean detectors where required (all levels).
- e. Check integrity of all network links and communication devices.
- f. Test all manual pull stations and check connections
- g. Check Tri's (interface devices) on each level at locations in which they are installed, and configured on the fire system main control software. Report and adjust sensitivity settings to specified parameters.
- h. Check integrity of all electrical connections
- i. Test all cable resistance and earthed/ground connections.

- j. Test all standby batteries to ensure they are charging within specified voltage ranges and load test under normal field conditions.
 - k. Clean all visual warning devices and confirm field views are not inhibited. Test end of line devices on each circuit, for standby voltage & fault monitoring resistor integrity.
 - l. Clean all panels and visually check all connections and physical links.
 - m. Check mountings and supply voltages of all printed circuit boards.
 - n. Check integrity of all voltage protection devices (breakers, fuses etc.)
 - o. A full system management report/audit will also be produced and sent to Udecott within 7 days of a maintenance/inspection visit.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated. Payment shall only be made for works completed. Payment will be on a pro rata basis if works are found to have not been completed within a billing cycle.
3. The Contractor shall provide properly filled out job tickets for signature to UDeCOTT's representative every instance the contractor is onsite.
4. The Contractor shall ensure that any and all tools and materials required for the performance of the Services are maintained in its regular inventory and readily accessible to all of its personnel.
5. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes.
6. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified and licensed Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
7. The Contractor shall submit resumes of all technical and senior staff for review before they can be allowed onsite to being work.
8. The Contractor shall use reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
9. The Contractor shall submit a safety plan.
10. 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 (Protective Measures] Order which is or are the approved standards of safety for this Contract and which shall be considered as part of this Contract.
11. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.

12. 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.
13. 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.
14. UNPLANNED MAINTENANCE (Emergency Response)
 - i. To provide two (2) named emergency technicians either one of which can be called out outside of normal working hours, weekends and public holidays to attend to any emergencies or unplanned maintenance required. The technician is expected to respond to a call within a reasonable time.
 - ii. The technicians must be available either by pager, home or mobile telephone.
 - iii. Copies of the emergency technician's resumes must be provided.
 - iv. Unplanned maintenance billing to be stated showing breakdown for materials, labour and others. Labour to be referred to Categories listed in Table 2 below.

CMMS Requirements:

1. For all preventive 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 preventive maintenance work.
2. The contractor must be able to receive scheduled work orders and submit quotations via email.
3. 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.
4. All completed work being invoiced for must be supported by the contractor's service reports containing our work order numbers. Please note if our work order numbers are not included in the contractor's service reports, the invoices will not be processed.
5. 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.
6. The contractor can only invoice for work completed with a valid work order number.

FREQUENTLY ASKED QUESTIONS (FAQs)

What is the purpose of this Request for Proposal?

The purpose of this Request for Proposal is to identify and contract a suitably qualified and experienced Contractor to undertake the Project.

I am interested in this project. Can I view the RFP before purchasing to confirm the requirements prior to purchasing?

The RFP will be available for viewing at UDeCOTT's Office from July 18, 2022. Due to Covid-19 protocols, proponents are requested to forward an email to the Secretary of the Tenders Committee indicating the date and time that they would like to come in to view the RFP. A confirmatory email will be sent accompanied by UDeCOTT's Covid-19 Visitor Screening Questionnaire. Proponents will be required to complete and return the questionnaire via e-mail prior to the appointment date.

What is the Location of the site?

The project site is located at Wrightson Road, 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 Works, Proponents must be able to demonstrate the following:

- Submission of Annual Return – 2021 (2022 if applicable) (for companies incorporated/registered in Trinidad and Tobago)
- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of valid Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) namely;
 - Copy of VAT Clearance Certificate
 - Copy of BIR Clearance Certificate
 - Copy of NIS Certificate of Compliance
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Are Proponents required to submit a Bid Bond with their Proposals?

No. A Bid Bond is NOT required.

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.