



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

REQUEST FOR PROPOSALS FOR LANDSCAPING MAINTENANCE SERVICES AND ELECTRICAL MAINTENANCE SERVICES AT THE INTERNATIONAL WATERFRONT CENTRE (IWC) COMMON AREAS FOR A PERIOD OF ONE (1) YEAR

The Urban Development Corporation of Trinidad and Tobago Limited (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for the **International Waterfront Centre (IWC), Common Areas for a Period of One (1) Year:**

- a) **Landscaping Maintenance Services; and**
- b) **Electrical Maintenance Services.**

In accordance with the Public Procurement and Disposal of Public Property Act, 2015 (as amended), suppliers of goods, works and services, interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://opr.tt.org/procurement-depository/>. Therefore, UDeCOTT is inviting suitably qualified suppliers to register and apply for pre-qualification in the OPR's Procurement Depository for the following:

Line of Business Code: 72102902 – Landscaping Services; and

Line of Business Code: 72151511 - Lighting System Maintenance or Repair Service

The tender process for this project will be conducted via UDeCOTT's E-Tender System. To access the Tender, Proponents must register on the E-Tender System via <https://udecott.etenderworld.tt/login.php>.

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 Office of the Chief Procurement Officer at tenders@udecott.com.

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

INFORMATION SESSION

- For the **Landscaping Services**, an **Online Information Session** will be held **via Microsoft Teams** on **Wednesday October 25, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Wednesday October 25, 2023 at 1:30 p.m.**
- For the **Electrical Maintenance Services**, an **Online Information Session** will be held **via Microsoft Teams** on **Thursday October 26, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Thursday October 26, 2023 at 1:30 p.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.

The deadline date for submissions is **November 15, 2023 at 2:00 p.m. (AST).**

Additional information may be requested through email forwarded to the attention of **The Office of the Chief Procurement Officer** at tenders@udecott.com.

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

THE OFFICE OF THE CHIEF PROCUREMENT OFFICER

FREQUENTLY ASKED QUESTIONS (FAQs)

LANDSCAPING MAINTENANCE SERVICES AND ELECTRICAL MAINTENANCE SERVICES AT THE INTERNATIONAL WATERFRONT CENTRE (IWC) COMMON AREAS FOR A PERIOD OF ONE (1) YEAR

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.

What is the Location of the site?

The Project Site is the International Waterfront Centre, located on Wrightson Road, Port of Spain.

When will the RFP be available?

The RFP will be available via UDeCOTT's E-Tender Platform, from October 17, 2023.

Is it mandatory to attend the site visit and online information session?

Attendance to the site visit and online information session is **not** mandatory. It does however, provide a greater understanding of the requirements of the RFP.

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:

- Incorporation or otherwise registered to do business in Trinidad and Tobago as evidenced by the Certificate of Incorporation or Registration (as applicable);
- Submission of Statutory Clearance/Compliance Certificates, (for companies incorporated/registered in Trinidad and Tobago) valid as at the tender submission deadline, namely:
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are interested parties required to register with the Office of the Procurement Regulator?

Proponents are advised that in light of the proclamation of the Public Procurement and Disposal of Public Property Act, 2015, all proponent interested in conducting business with UDeCOTT must be registered on the OPR Procurement Depository. The relevant guidelines for registration can be found on the OPR website via <https://oprtd.org/procurement-depository/>.

Line of Business Code: 72102902 – Landscaping Services; and

Line of Business Code: 72151511 - Lighting System Maintenance or Repair Service.

Are Proponents required to purchase the RFP package?

There will be no cost for the RFP package.

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.



SCOPE OF WORKS

Landscaping Maintenance Services at the International Waterfront Center (Towers C & D and the Common Areas)

Wrightson Rd, POS

SCOPE OF WORKS

1. The contractor is contracted to provide landscape restoration and maintenance services at the International Waterfront Centre , Wrightson Road, Port of Spain (hereinafter referred to as 'the site'), for a period of 1 year (hereinafter referred to as 'the services'). See Appendix 1 for the area boundaries of the service required.
2. The works to be carried out under this service shall include, but not be limited to the following:
 - a. Pruning of shrubs and bedded areas. Shrubs, borders and tree pits to be hand forked and hand weeded.
 - b. Make up levels of mulch where necessary in all bedded areas of up to 1 ½ inches.
 - c. Make up of levels with top soil in grass pavers and ensure fully grassed.
 - d. Make up of levels with topsoil, where necessary in all other areas.
 - e. Plants shall be firmed up, re-staked or tied and adjusted as necessary. Climbing plants shall be tied to supports at suitable intervals.
 - f. Plants shall be treated with the appropriate fungicides/insecticides, where necessary.
 - g. Beds shall be fertilized at least once per month, unless otherwise specified. A balanced NPK fertilizer such as 12-12-17-2 shall be used as a general purpose fertilizer.
3. The contractor shall maintain the lawn areas of the site, as follows:



- a. The grassed areas shall be mowed and raked to approximately 30 mm to 40 mm.
 - b. Hollows shall be eliminated by top dressing with topsoil in layers not exceeding 20mm at any one application. Any mounds shall be rolled down.
 - c. All curbs shall be trimmed around.
 - d. Approved weed killers shall be applied as necessary to keep grass in good condition. The weed killer shall be selected according to the types of weeds and the time period of effective action on them.
 - e. Pruning of trees, shrubs, vines and groundcover shall only be performed by trained personnel in accordance with accepted horticultural practices. Pruning shall enhance the natural growth and shape of plant materials and intended function of the plantings. Plantings are designed to grow together and to the edges of the beds to minimize weed infestation and maximize water conservation. Shearing is only permitted for formal hedges. Branches shall be pruned back as necessary, to prevent interference with walks, buildings, signage, fire control utilities, site lighting, security/safety visibility and vehicular circulation. Broken and dead branches shall be pruned as required.
 - f. Replant dead shrubs and trees, including grass.
 - g. Removal of weeds between pavers.
 - h. Removal of biodegradable landscape debris (turf clippings, leaves, branches, annuals, dead plants material etc.) from the site, including hardscape.
 - i. Removal of all landscape trash from landscaping beds and turf areas to an approved trash container on site.
3. The contractor will be responsible for water irrigation of all lawn, shrubs, plants, trees, etc. The contractor is expected to operate the manual irrigation system at the IWC. If the irrigation system is nonfunctional for whatever reason, the contractor will be



expected to manually water all the necessary areas with a hose or watering container or by any other effective means.

4. The contractor shall ensure that any and all tools and materials required for the performance of the services is 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 utilise in connection with this contract, only trained personnel and shall comply with all local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
7. The contractor shall use reasonable efforts to keep site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
8. 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.
9. The contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.
10. The contractor shall ensure there is a First-aid kit on site at all times for the use of its personnel.
11. The contractor shall not permit the use of alcohol or radios on site, nor shall he permit pets to be brought upon the site or the use of inappropriate language thereon.
12. 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 safe and prompt execution of the services.



13. The contractor shall perform any works that require the use of power tools at times identified by employer, and shall ensure that the noise level is maintained at minimum, in order to avoid posing a disturbance or nuisance to the tenants and occupiers of the International Waterfront Centre.
14. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Daily paid parking is available at the Hyatt Car Park and Parkade. No reimbursement shall be made for parking.

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.

SCOPE OF WORKS
Electrical Services at the International Waterfront Center
(Towers C & D, and the Breakfast Shed)
Wrightson Rd, POS



A. SCOPE OF WORKS

1. The Contractor shall be contracted to provide electrical services at the Breakfast Shed and Towers C and D of the International Waterfront Centre, Wrightson Road, Port of Spain for a period of twelve (12) months.
2. The Contractor shall provide services on a scheduled basis, emergency [on call] or as required. These Services shall include, but are not limited to:
 - a. Supply and installation/replacement of lamps, ballasts, fixtures, circuit breakers, switches, fusible links, outlets, cables, transformers, panels, etc., as required
 - b. Repairs to motors, pumps, fans, timers etc.
 - c. Troubleshooting of loss of power faults, defective circuits, electrical equipment, etc.,
 - d. Identification and Labelling of circuits and distribution panels.
 - e. Preventive maintenance of low voltage system including transformers, electrical panels and equipment. This shall include periodic cleaning, dusting/vacuuming, etc., and adjustment.
 - f. Measurement and correction of voltage and electrical power related issues throughout the building.
 - g. Measure voltages, amperage, resistance across motors and cabling.
 - h. Corrective maintenance and as-specified improvement works.
 - i. Installation of electrical equipment, wiring and associated electrical infrastructure
 - j. Switching and performing repairs on the 12KV equipment as may be required
 - k. Any other electrical related work as may be required.
3. The Contractor shall ensure proper housekeeping is performed at all times
4. 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.
5. The Contractor shall not charge for transportation of workers to site.
6. The contractor shall be responsible for disposing of all defective bulbs from the site
7. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
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 ensure that his workers are professionally attired
10. The contractor shall ensure that his workers are supplied with company IDs when on site
11. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.

ELECTRICAL SERVICES

SCOPE OF WORKS

Electrical Services at the International Waterfront Center (Towers C & D, and the Breakfast Shed)



12. The Contractor shall be asked to complete and submit a Work Order (to be provided by UDeCOTT) to be signed off for each task performed. This must include names of employees, hours, tasks performed, materials used, equipment rented, etc.
13. 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 necessary personnel.
14. Table 2 lists the type of bulbs and ballasts prevalent on site and required in large quantities. The schedules of unit rates are to be filled out by the contractor and will be fixed over the entire contract period.
15. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes, which include the *Trinidad and Tobago Electrical Wiring Code TTSI71: Parts 1 and 2 of 2002* or later as well as to the *Trinidad and Tobago Electricity Commission's Wiring for Light and Power* and the requirements of the T&T Government's Electrical Inspectorate
16. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified tradesmen and use licensed tradesmen as specified by code and practice. The Contractor shall comply with all Local Government and Statutory Authorities' requirements and pay any and all fees as appropriate.
17. The Contractor shall conform to UDeCOTT's Health Safety and Environment Manual and shall submit its own HSE Policy which shall conform to same.
18. 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.
19. The Contractor shall provide its site personnel with personal protective equipment including clothing, hard hats and electrical safety boots and gloves, which equipment shall be utilized at all times on-site.
20. The Contractor shall not permit the use of alcohol, tobacco and narcotic products or the bringing of pets while on site, the use of inappropriate language is forbidden. Mobile phones and other similar electronic communication devices must be used on the only for work-related purposes.

ELECTRICAL SERVICES

SCOPE OF WORKS

Electrical Services at the International Waterfront Center (Towers C & D, and the Breakfast Shed)



21. 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.
22. The contractor shall submit a list of names and class of workers assigned to the facility before commencement of the contract.
23. The Contractor shall ensure that public safety is maintained and monitored at all times to include the following:
 - Lock-out / tag-out
 - Caution tape;
 - 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,and/or any other safety measures as may be deemed necessary in the circumstances.
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 and equipment rentals 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.
25. No parking shall be provided by UDeCOTT on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the IWC Car Park or Parkade. No reimbursement shall be made for parking fees spent while onsite carrying out works.

ELECTRICAL SERVICES

SCOPE OF WORKS

Electrical Services at the International Waterfront Center
(Towers C & D, and the Breakfast Shed)



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.

ELECTRICAL SERVICES

SCOPE OF WORKS

Electrical Services at the International Waterfront Center
(Towers C & D, and the Breakfast Shed)



B. RATE SHEET

Table 1: Labour Rates

Description	Category of Worker	Cost/Hr. (VAT Exclusive)
Monday – Friday Normal Working Hours (7am – 5pm)	Supervisor	
	Licensed Electrician	
	Electrician	
	Assistant	
Monday – Friday Outside Normal Working Hours (i.e. 5pm to 7am)	Supervisor	
	Licensed Electrician	
	Electrician	
	Assistant	
Saturdays, Sundays, Public Holidays	Supervisor	
	Licensed Electrician	
	Electrician	
	Assistant	

Table 2: Schedule of Material Rates

Bulb Description (277V)	Estimated Consumption/Mth	Unit Rate
26W compact fluorescent tube, 4 pin bulb	100	
26W compact fluorescent tube, 4 pin ballast	10	
13W compact fluorescent tube, 4 pin bulb	20	
13W compact fluorescent tube, 4 pin ballast	5	
4ft electronic fluorescent tube	200	
4ft electronic fluorescent tube ballast	30	
2ft electronic fluorescent tube	100	

ELECTRICAL SERVICES

SCOPE OF WORKS

Electrical Services at the International Waterfront Center
(Towers C & D, and the Breakfast Shed)



2ft electronic fluorescent tube ballast	10	
12V 20W MR16 bulb	20	
120V 7W mini spiral	20	
70mm 200A Fusible Links	13	