



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

REQUEST FOR PROPOSALS THE PROVISION OF AIR CONDITION MAINTENANCE AT THE INLAND REVENUE DIVISION 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 **Provision of Air Condition Maintenance at the Inland Revenue Division for a Period of One (1) Year**.

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://oprtd.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: 72101511 – Air conditioning installation or maintenance or repair service.

The tender process for this project will be conducted via UDeCOTT's E-Tender System. The RFP package will be available on the E-Tender System from **Friday December 1, 2023**. 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

An Online Information Session will be held via **Microsoft Teams** on **Wednesday December 6, 2023 at 10:00 a.m.** This will be followed by a **Site Visit** on **Wednesday December 6, 2023 at 1:30 p.m.** 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 tenders@udecott.com.

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 **December 29, 2023 (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)

THE PROVISION OF AIR CONDITION MAINTENANCE AT THE INLAND REVENUE DIVISION 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 located at the Government Campus Plaza, located on Ajax Street, Port-of-Spain.

When will the RFP be available?

The RFP will be available on UDeCOTT's E-Tender Platform from Thursday November 30, 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/>.

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
Air Conditioning Maintenance
at the Inland Revenue Division Building
Government Campus Plaza
Richmond Street, POS

A. SCOPE

1. The Contractor shall provide air condition maintenance services at the IRD building located at the Government Campus Plaza Richmond street Port of Spain for a period of one year
2. The following is a listing of the air condition equipment installed :

EQUIPMENT	QTY	TYPE
CHILLER	1	TRANE
CHILLED WATER PUMP	2	BELL & GOSSETT
AIR HANDLER AND VFD	36	TRANE
EXHAUST FAN	6	XPLEAIR & GREENHECK
DX UNITS	7	TRANE
PRECISION UNITS	6	LIEBERT
PUMP AND VFD	2	BELL AND GOSSETT,DANFOSS
FAN COIL	4	TRANE
TEMPERED AIR	2	TRANE
PRESSURIZATION FAN	4	GREENHECK
VARIABLE SPEED CONTROLLER	1	TECHNOLOGIC

Table 1: Estimated Quantity and sizes of required filters

Dimension of Filters	No. of Filters
16*20*2	72
16*25*2	32
20*20*2	264
20*25*2	124
20*15*2	1
24*12*2	2
20*20*2	2
Total	497

3. The following below describes the typical maintenance activities that the Contractor will be expected to perform under this contract. The work shall include but not limited to the following:

Item	Equipment	Activity	Frequency
1	AHUs and Tempered air units	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Check belts, grease bearings and check blower wheels 3. Investigate any strange noises 4. Check starts and on/off controls 5. Clean drain pan and flush drain lines 6. Service all strainers where applicable 7. Ensure wire grilles are intact, clean and secure 8. Verify water flow to air handlers 9. Verify operation of actuator valves and VFD Drives. 10. <u>Note</u>: Any work on the actuator valves and VFD drives must be coordinated with the BMS contractor. The BMS is Automated Logic 11. And other activities as per manufacturer's specifications 12. Pressure clean evaporator coils 13. Operate valves on the chilled water system for the air handler 14. And other activities as per manufacturer's specifications 15. List all corrective work to be done 	Quarterly
2	Merv 8 Filter Replacement	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Replace filters with MERV 8 disposable type. See Table 3 has for quantity and sizes of the filters required 3. The contractor shall verify the sizes and quantities 	Bi-Annually
3	Mini split units, Fan Coil Units /VRF Units	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Cleaning/Replacement of filter as needed 3. Clean evaporator and condenser coils 4. Check for refrigerant leaks and repair if required 5. Secure all panels 6. Check all electrical connections 7. Check condenser fan and motor 8. Clean and flush condensate drain line 9. Checking operation of the controls of the air conditioners such as selector switch, thermostat, relays, remote control etc 10. Checking Firmness of the Supporting arrangement for the compressor, blower motor, 	Quarterly

		<p>air conditioners casing and fixing of the air conditioners etc</p> <ol style="list-style-type: none"> 11. Provide quotation for any repairs required 12. Top up Refrigerant Gas if required 13. Checking of pressures 14. Painting of rusted areas of all air conditioners 15. All other work as per manufacturer specifications 16. List all corrective work to be done 	
4	VAV boxes and thermostats	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Ensure all VAV boxes are modulating and functional. 3. Ensure that all control wiring is connected and the unit has power 4. Ensure that the thermostats are communicating with the controllers on the VAV boxes. 5. <u>Note</u>: Any work in the VAV boxes must be coordinated with the BMS contractor. The BMS is automated logic system. 6. Ensure that the VAV boxes are controlling temperature and responding to temperature changes. 7. Any setting changes to VAV boxes must be air balanced accordingly throughout the entire floor. 8. List all corrective work to be done <p>And other activities as per manufacturer's specifications</p>	As requested
5	Exhaust fans	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Check that fan is working 3. Clean grille if required 4. Service as per manufacturer's requirements 5. List all corrective work to be done 	Quarterly
7	Chilled water Testing	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Chill water testing shall be done once per year 3. Ensure pot feeder is operational 4. Take water samples from various points along the chilled water system to check for contaminants. Ensure results are certified by a reputable laboratory. 5. Provide a recommendation on chemical water treatment based on these results. 6. List all corrective work to be done <p>If treatment is required, the contractor shall provide a quotation for the supply and installation of the required chemicals to the system.</p>	Annually

8	Stairwell Pressurization fans	<ol style="list-style-type: none"> 1. Work to be done during normal working hours 2. Ensure fans are clean and operational 3. Check for vibration 4. Investigate any strange noises 5. Check electrical controls and connections 6. Ensure fans are properly secured and housing is rust free. 7. Ensure wire grilles are intact, clean and secure. 8. Any other checks as may be required 9. <u>Note:</u> All work on the Pressurization fans must be coordinated with the Fire Alarm contractor. 10. List all corrective work to be done 	Quarterly
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Item	Equipment	Activity	Frequency
9	Chilled Water Pumps	<ol style="list-style-type: none"> 1. Check pump for vibrations and any strange noise 2. Check seal/packing glands, inspect for leakage 3. Check pump coupling insert for cracks and excess wear 4. Clean strainer 5. Check starts and On/Off controls 6. Check Bearings, lubricate bearings only as per manufacturer's recommended intervals; 7. check pump motor alignment 8. Check pump motor 9. a. Check operation for overheating, wear, corrosion or damage 10. Check motor operating current draw and compare with rated output. 11. Clean windings, 12. Perform hipot test on motor 13. Perform surge test on motor 14. Check all connections for security, tightness, contact and corrosion. 15. Check earth wiring continuity 16. Check Pump Starter/VFD. 17. Electromechanical- check electrical connections; inspect, clean and test contactors, interlocks, staging controls. 18. Variable Frequency Drive – (Be sure to follow the manufacturer's suggested maintenance procedures, especially the safe discharge of the DC Bus prior to inspecting) Check cooling fans, clean heat exchange surfaces & cabinet; check connections for overheating, tightness, etc.; check capacitors for leakage, bulging; check control parameters and temperature response to set point. 	Bi-annually

		<ul style="list-style-type: none"> 19. Verify operation with the BMS system. Note that the BMS contractor is Sylinx 20. Clean exterior of pump, motor and surrounding area 21. List all corrective work required 22. And other activities as per manufacturer's recommendations 	
10	Precision Liebert Units	<ul style="list-style-type: none"> 1. Check filter switch and air filters and change when necessary 2. Efficiency rating to be no less than 60-65%, minimum MERV 8. 3. Inspect, calibrate and verify correct operations of all system and unit control apparatus. 4. Check all belts. Adjust or replace as needed. Contractor will supply belts. 5. Check oil pressure and levels and adjust as necessary. Add fluids as necessary. 6. Check leaks in system and unit control apparatus. Correct as necessary. 7. Check condition of all hoses. Replace as necessary. Contractor will supply hoses. 8. Check humidifier lamps/steam generator. Repair or replace as necessary. 9. Check refrigerant lines for proper vibration elimination and replace as necessary. 10. Check suction pressure, super heat, adjust as necessary and record in report. 11. Check discharge pressure, sub cooling, adjust as necessary and record in report. 12. Check hot gas bypass valve and adjust as necessary. 13. Check thermostatic expansion valve. Adjust as necessary. 14. Inspect for refrigerant leaks, repair refrigerant leaks and add refrigerant as needed and accounted. Contractor will supply refrigerant. 15. Check and adjust water/recirculating valves. 16. Check heating elements (or coil) and adjust switches or settings and verify correct operation. 17. And perform other activities as per manufacturer's recommendations 18. List all corrective work required 	Quarterly
11	Chiller	<ul style="list-style-type: none"> 1. Start unit and observe operation. 2. Check unit for noise and vibration. 3. Check compressor for proper operation 	Every 2 months

		<ol style="list-style-type: none"> 4. Check oil pressure of compressor 5. Check Oil Level in Oil Separator Sight Glass 6. Check Liquid Line Sight Glass/ Moisture indicator 7. Check condenser fans 8. Check Compressor and Evaporator Heater operation 9. Check discharge & suction gas pressures, add refrigerant if necessary. 10. Check Electrical wiring for lose connections. 11. Check for leaks. 12. Check chiller & condenser water pressure for any blockage 13. Check controls for proper operation 14. Check piping and valves for leaks tighten connection as necessary. 15. Clean surrounding floor area 16. Service condenser fans 17. Clean Condenser Coils 18. Check starts and on/off controls 19. Service all strainers, dryers where applicable 20. Check refrigerant charge and top-up as required 21. Inspect the entire system so as to detect any eventual abnormality: noisy compressor, loose casing panels, leaky pipes or juddering contacts. 22. Verify operation with the BMS system. Note that the BMS contractor is Sylinx 23. Check piping and valves for leaks, tighten connection as necessary. 24. Check for corrosion, clean, prime and paint area of corrosion as necessary. 25. Perform diagnostic check to identify any failing components 26. Perform other activities as per manufacturer's recommendations 27. List all corrective work to be done 	
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B. GENERAL REQUIREMENTS

1. The Contractor shall:
 - Provide routine preventive and emergency maintenance of all equipment, in accordance with the manufacturers' specifications and all applicable codes and standards.
 - Ensure all equipment is operating in accordance with the manufacturers' recommendations.
 - Ensure all ducting and refrigerant distribution piping are properly insulated and free of condensation.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in item 3 above. Payment shall only be made for works completed.
3. All preventive maintenance work shall be done during normal working hours Monday to Friday unless stated otherwise. Planned corrective work can be schedule on any day of the week in accordance with the planned labour rates submitted.
4. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
5. The Contractor shall be responsible for replacing the filters with Merv 8 in the air handler units after inspection in the intervals specified only if needed after approval by the Facilities Manager.
6. 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 his personnel.
7. The Contractor shall have in his employ, and utilize in connection with this Contract, only fully qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
8. The Contractor shall use reasonable efforts to keep the site clean and clear of unnecessary obstruction so as to avoid danger to users of the building.
9. 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.
10. The Contractor shall ensure proper housekeeping is performed at all times.
11. Ensure all ducting and refrigerant distribution piping are properly insulated and free of condensation and leaks and shall make recommendations for corrective work as needed.
12. The Contractor shall provide its site personnel with personal safety wear which shall be utilized at all times on-site.

13. 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.
14. 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.
15. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
16. The contractor shall ensure that his workers possess company identification cards or other forms of identification which shall be on their person at all times while on site.
17. All maintenance activities shall be directed and approved by the Facilities Manager. The Facilities Manager reserves the right to cancel maintenance activities based on the availability, access, exigencies of the client operations.
18. The Facility Manager shall discuss the human resource requirement for each task/job for corrective work after receipt of an estimate from the Contractor before execution of job.
19. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions of the air condition supply to a minimum.
20. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
21. The contractor may be asked to check, investigate, adjust or replace VAV boxes, dampers as the need arises.
22. The contractor shall assess the system and make recommendations for improvement as needed.
23. No parking shall be available on site. The contractor shall be responsible for his own parking arrangement. Parking can be obtained at the Parkade. No reimbursement shall be made for parking.
24. 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.
25. The contractor must be able to receive scheduled work orders and submit quotations via email.
26. 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.

27. 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
28. 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.
29. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table below.
30. 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.
31. When invoicing of preventive maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting docs such as the service reports. The summary sheet must match the BOQ and must include frequency, Number of units, Cost per unit, number of units completed, total cost etc.
32. A minimum charge of 2 hours based on the planned rates submitted, shall be paid if any planned/scheduled work can not be executed due to unforeseen circumstances.
33. The contractor can only invoice for work completed with a valid work order number.
34. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
35. 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:
 1. Description of the work done
 2. Location where the work was done (as accurate as possible) – building, floor, room
 3. Equipment number, model number, serial number
 4. Technician name and class type
 5. Start and end times of work
 6. Date the work was done
 7. Material used
 8. Equipment rented if applicable
 9. Corrective work to be done
 10. Signatures of UDeCOTT and contractor's technician