



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

REQUEST FOR PROPOSALS

THE PROVISION OF ELECTRICAL MAINTENANCE SERVICES AT GOVERNMENT CAMPUS PLAZA TOWERS FOR 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 Electrical Maintenance Services at the following Government Campus Plaza Towers for one (1) year;**

- a) Custom & Excise Division
- b) Immigration Division
- c) Inland Revenue Division

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE.

The tender process for these contracts will be conducted via UDeCOTT's E-Tender System. To register or access the E-Tender System go to <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 Secretary of the Tenders Committee at tendersecretary@udecott.com.

The RFP packages will be available for purchase from **October 31, 2022**. To download an RFP package, you will 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 November 7, 2022 at 1:00 p.m.** This will be followed by Site Visits on November 8, 2022. 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.

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 **November 28, 2022 at 2:00 p.m.**

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
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza



A. SCOPE OF WORKS

1. The Contractor shall be contracted to provide electrical services at the Custom and Excise building located at the Government Campus Plaza for a period of twelve (12) months.
2. The Contractor shall be required to perform preventive, corrective and emergency maintenance on the low and high voltage systems at the facility as required.

Low Voltage

These Services shall include, but are not limited to:

- a. Supply and installation/replacement of lamps, ballasts, fixtures, circuit breakers, switches, outlets, cables, transformers, panels, etc., as required
- b. Repairs to motors, pumps, fans, etc.
- c. Troubleshooting of faults, defective circuits, electrical equipment, etc.,
- d. Identification and Labelling of circuits and distribution panels.
- e. Preventive maintenance of low voltage systems including transformers, electrical panels and equipment. This shall include periodic cleaning, dusting/vacuuming, etc., and adjustments.
- f. Measurement and correction of voltage and electrical power related issues throughout the building.
- g. Corrective maintenance and improvement works.
- h. Installation of electrical equipment, wiring and associated electrical infrastructure
- i. Any other electrical related work as may be required.

High Voltage

This scope of the works to be undertaken shall include but is not limited to the Maintenance and Testing of the 12kV equipment for the Facility as listed in Table 1 below:

EQUIPMENT	MANUFACTURER	TYPE
Breakers	Merlin Gerin	Vacuum Circuit breaker 630A
Cables		XLPE SWA 12KV cable
Transformers	ABB	Three Phase, 1250 KVA/480/277V delta/star Pad Mounted, Oil Filled

Table 1: HV Equipment

SCOPE OF WORKS
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza

Equipment to be tested is detailed in Table 2 below.

1.	Cable	From T&TEC metering unit to 12KV VCB incomer
2.	Breaker	12KV VCB Incomer with associated Overcurrent protection relay
3.	Breaker	T/F#1 12KV VCB with associated Overcurrent protection relay
4.	Breaker	T/F#2 12KV VCB with associated Overcurrent protection relay
5.	Cable	From T/F#1 12KV VCB to 1250 KVA/480/277V Transformer #1
6.	Cable	From T/F#2 12KV VCB to 1250 KVA/480/277V Transformer #2
7.	Transformer	Transformer 1250 KVA/480/277V oil filled pad mounted Transformer #1
8.	Transformer	Transformer 1250 KVA /480/277V oil filled pad mounted Transformer #2

Table 2: HV Equipment to be Tested

The works shall be undertaken in accordance with the requirements of the Government Electrical Inspectorate, and to a minimum of the standards specified in the Trinidad & Tobago Bureau of Standards TTS 171 Part2:2002, (High Voltage Systems) and T & TEC Wiring for Light and Power.

HV scope Requirements:

- a. The equipment shall be isolated, inspected, function checked, cleaned, tested, certified and returned to operation during a weekend outage.
- b. Arrangements must be concluded with T&TEC for disconnection and isolation of the 12KV Electrical supply to facilitate the Testing and subsequent reconnection of the supply upon completion of the works
- c. Arrangements with the Government Electrical Inspectorate for Inspection of the Testing work for certification and reclosure of the electrical supply
- d. Cleaning of the HV equipment and rooms. This shall include the removal of dust, debris and cobweb from the rooms and wiping of the transformers and switchgear.
- e. Functional Tests and inspection of the equipment, to identify and correct any or impending problems
- f. Perform IR scan on all HV equipment and connections on the main LV board
- g. Infra Red scan on connections before isolation to identify and correct any problems during the maintenance
- h. Infra Red scan after reconnection to ensure all connections are tight
- i. The contractor shall identify any corrective work to be done on each piece of equipment as may be required. The Contractor shall immediately bring to the Client's attention any additional issues or problems that may need attention.

SCOPE OF WORKS
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza

- j. The Contractor shall ensure that the supply voltage for operating his test equipment is available when the T&TEC's supply is isolated or call to the client's attention any temporary measures required for performing the tests
- k. The Contractor shall make himself familiar with all equipment to be disconnected, inspected, serviced and tested. He shall prepare and submit prior to the day of outage, a method statement to ensure that all aspects of the work are considered and that there are no unforeseen hiccups on the day of the outage
- l. The contractor shall be responsible for preparing and submitting a Job Safety Analysis form prior to the day of the outage
- m. Any exceptions to the requirements of this scope shall be listed in the Contractor's quotation.
- n. Upon completion of work, the Contractor shall clear all work areas of excess material, garbage and debris associated with his work. He shall restore all Panels, Covers, Safety Bars and Levers etc and leave the work areas in a clean and orderly condition. The Contractor shall also ensure a normal power supply has been returned to the building upon reconnection.
- o. The Contractor shall prepare and submit within three weeks a report containing all test results with a single line diagram of system and proper equipment descriptions which shall form part of a comprehensive report for the Buildings Records. This report should include where applicable recommendations on improvement if necessary to equipment, installation practices, and impending problems which could impact on Reliability and Safety of the equipment during operation.
- p. All tests, inspections and reports are the responsibility of the contractor and shall be undertaken and generated by a certified testing laboratory.

B. GENERAL REQUIREMENTS

1. The Contractor shall:
 - Provide routine preventive, corrective 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.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in BOQ. Payment shall only be made for works completed.
3. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.

SCOPE OF WORKS
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza

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 his personnel.
5. The Contractor shall have in his employ, and utilize in connection with this Contract, only qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
6. 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.
7. 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.
8. The Contractor shall ensure proper housekeeping is performed at all times.
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 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.
11. 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.
12. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
13. 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.
14. 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 and their approval and agreement for reimbursement of such activities.
15. The Facility Manager shall discuss the human resource requirement for each task/job after receipt of an estimate with the Contractor before execution of job.
16. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions to a minimum.

SCOPE OF WORKS
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza

17. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
18. The contractor shall assess the system and make recommendations for improvement as needed.
19. 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.
20. All preventive maintenance work on the LV system shall be done during normal working hours Monday to Friday. Planned work can be schedule on any day of the week in accordance with the planned labour rates submitted.

CMMS

21. 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.
22. The contractor must be able to receive scheduled work orders and submit quotations via email.
23. 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.
24. 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
25. 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.
26. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table below.
27. 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.
28. 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.

SCOPE OF WORKS
ELECTRICAL SERVICES
Custom and Excise Government Campus Plaza

29. 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.
30. The contractor can only invoice for work completed with a valid work order number.
31. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
32. 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 technician

ELECTRICAL SERVICES
SCOPE OF WORKS
Immigration Building at the Government Campus Plaza



A. SCOPE OF WORKS

1. The Contractor shall be contracted to provide electrical services at the Immigration building located at the Government Campus Plaza for a period of twelve (12) months.
2. The Contractor shall be required to perform preventive, corrective and emergency maintenance on the low and high voltage systems at the facility as required.

Low Voltage

These Services shall include, but are not limited to:

- a. Supply and installation/replacement of lamps, ballasts, fixtures, circuit breakers, switches, outlets, cables, transformers, panels, etc., as required
- b. Repairs to motors, pumps, fans, etc.
- c. Troubleshooting of 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 adjustments.
- f. Measurement and correction of voltage and electrical power related issues throughout the building.
- g. Corrective maintenance and improvement works.
- h. Installation of electrical equipment, wiring and associated electrical infrastructure
- i. Any other electrical related work as may be required.

High Voltage

This scope of the works to be undertaken shall include but is not limited to the Maintenance and Testing of the 12kV equipment for the Facility as listed in Table 1 below:

EQUIPMENT	MANUFACTURER	TYPE
Breakers	Merlin Gerin	Vacuum Circuit breaker 630A
Cables		XLPE SWA 12KV cable
Transformers	ABB	Three Phase, 1250 KVA/480/277V delta/star Pad Mounted, Oil Filled

Table 1: HV Equipment

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

Equipment to be tested is detailed in Table 2 below.

1.	Cable	From T&TEC metering unit to 12KV VCB incomer
2.	Breaker	12KV VCB Incomer with associated Overcurrent protection relay
3.	Breaker	T/F#1 12KV VCB with associated Overcurrent protection relay
4.	Breaker	T/F#2 12KV VCB with associated Overcurrent protection relay
5.	Cable	From T/F#1 12KV VCB to 1250 KVA/480/277V Transformer #1
6.	Cable	From T/F#2 12KV VCB to 1250 KVA/480/277V Transformer #2
7.	Transformer	Transformer 1250 KVA/480/277V oil filled pad mounted Transformer #1
8.	Transformer	Transformer 1250 KVA /480/277V oil filled pad mounted Transformer #2

Table 2: HV Equipment to be Tested

The works shall be undertaken in accordance with the requirements of the Government Electrical Inspectorate, and to a minimum of the standards specified in the Trinidad & Tobago Bureau of Standards TTS 171 Part2:2002, (High Voltage Systems) and T & TEC Wiring for Light and Power.

HV scope Requirements:

- a. The equipment shall be isolated, inspected, function checked, cleaned, tested, certified and returned to operation during a weekend outage.
- b. Arrangements must be concluded with T&TEC for disconnection and isolation of the 12KV Electrical supply to facilitate the Testing and subsequent reconnection of the supply upon completion of the works
- c. Arrangements with the Government Electrical Inspectorate for Inspection of the Testing work for certification and reclosure of the electrical supply
- d. Cleaning of the HV equipment and rooms. This shall include the removal of dust, debris and cobweb from the rooms and wiping of the transformers and switchgear.
- e. Functional Tests and inspection of the equipment, to identify and correct any or impending problems
- f. Perform IR scan on all HV equipment and connections on the main LV board
- g. Infra Red scan on connections before isolation to identify and correct any problems during the maintenance
- h. Infra Red scan after reconnection to ensure all connections are tight

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

- i. The contractor shall identify any corrective work to be done on each piece of equipment as may be required. The Contractor shall immediately bring to the Client's attention any additional issues or problems that may need attention.
- j. The Contractor shall ensure that the supply voltage for operating his test equipment is available when the T&TEC's supply is isolated or call to the client's attention any temporary measures required for performing the tests
- k. The Contractor shall make himself familiar with all equipment to be disconnected, inspected, serviced and tested. He shall prepare and submit prior to the day of outage, a method statement to ensure that all aspects of the work are considered and that there are no unforeseen hiccups on the day of the outage
- l. The contractor shall be responsible for preparing and submitting a Job Safety Analysis form prior to the day of the outage
- m. Any exceptions to the requirements of this scope shall be listed in the Contractor's quotation.
- n. Upon completion of work, the Contractor shall clear all work areas of excess material, garbage and debris associated with his work. He shall restore all Panels, Covers, Safety Bars and Levers etc and leave the work areas in a clean and orderly condition. The Contractor shall also ensure a normal power supply has been returned to the building upon reconnection.
- o. The Contractor shall prepare and submit within three weeks a report containing all test results with a single line diagram of system and proper equipment descriptions which shall form part of a comprehensive report for the Buildings Records. This report should include where applicable recommendations on improvement if necessary to equipment, installation practices, and impending problems which could impact on Reliability and Safety of the equipment during operation.
- p. All tests, inspections and reports are the responsibility of the contractor and shall be undertaken and generated by a certified testing laboratory.
- q. Any corrective work to be done on the HV system shall be charged separately from the annual maintenance once the quotation is approved.

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

B. GENERAL REQUIREMENTS

1. The Contractor shall:
 - Provide routine preventive, corrective 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.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in BOQ. Payment shall only be made for works completed.
3. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
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 his personnel.
5. The Contractor shall have in his employ, and utilize in connection with this Contract, only qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
6. 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.
7. 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.
8. The Contractor shall ensure proper housekeeping is performed at all times.
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 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.

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

11. 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.
12. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.
13. 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.
14. 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 and their approval and agreement for reimbursement of such activities.
15. The Facility Manager shall discuss the human resource requirement for each task/job after receipt of an estimate with the Contractor before execution of job.
16. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions to a minimum.
17. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
18. The contractor shall assess the system and make recommendations for improvement as needed.
19. 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.
20. All preventive maintenance work on the LV system shall be done during normal working hours Monday to Friday. Planned work can be schedule on any day of the week in accordance with the planned labour rates submitted.
21. 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.
22. The contractor must be able to receive scheduled work orders and submit quotations via email.

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

23. 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.
24. 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
25. 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.
26. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table below.
27. 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.
28. 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.
29. 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.
30. The contractor can only invoice for work completed with a valid work order number.
31. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
32. 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

ELECTRICAL SERVICES

SCOPE OF WORKS

Immigration Building at the Government Campus Plaza

- g. Material used
- h. Equipment rented if applicable
- i. Corrective work to be done
- j. Signatures of UDeCOTT and contractor's technician

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza



A. SCOPE OF WORKS

1. The Contractor shall be contracted to provide electrical services at the BIR Tower located at the Government Campus Plaza for a period of twelve (12) months.
2. The Contractor shall be required to perform preventive, corrective and emergency maintenance on the low and high voltage systems at the facility as required.

Low Voltage

These Services shall include, but are not limited to:

- a. Supply and installation/replacement of lamps, ballasts, fixtures, circuit breakers, switches, outlets, cables, transformers, panels, etc., as required
- b. Repairs to motors, pumps, fans, etc.
- c. Troubleshooting of 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 adjustments.
- f. Measurement and correction of voltage and electrical power related issues throughout the building.
- g. Corrective maintenance and improvement works.
- h. Installation of electrical equipment, wiring and associated electrical infrastructure
- i. Any other electrical related work as may be required.

High Voltage

This scope of the works to be undertaken shall include but is not limited to the Maintenance and Testing of the 12kV equipment for the Facility as listed in Table 1 below:

EQUIPMENT	MANUFACTURER	TYPE
Breakers	Merlin Gerin	Vacuum Circuit breaker 630A
Cables		3C x 95mm ² Exelene 15KV cable
Transformers	Cooper Power Systems	Three Phase, 2.5 MVA/480/277V delta/star Pad Mounted, Oil Filled

Table 1: HV Equipment

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza

Equipment to be tested is detailed in Table 2 below.

1.	Cable	From T&TEC metering unit to 12KV VCB incomer
2.	Breaker	12KV VCB Incomer with associated Overcurrent protection relay
3.	Breaker	T/F#1 12KV VCB with associated Overcurrent protection relay
4.	Breaker	T/F#2 12KV VCB with associated Overcurrent protection relay
5.	Cable	From 12KV VCB to 2.5MVA 12000/480/277V Transformer #1
6.	Cable	From 12KV VCB to 2.5MVA 12000/480/277V Transformer #2
7.	Transformer	2.5MVA Transformer 12000/480/277V oil filled pad mounted Transformer #1
8.	Transformer	2.5 MVA Transformer 12000/480/277V oil filled pad mounted Transformer #2

Table 2: HV Equipment to be Tested

The works shall be undertaken in accordance with the requirements of the Government Electrical Inspectorate, and to a minimum of the standards specified in the Trinidad & Tobago Bureau of Standards TTS 171 Part2:2002, (High Voltage Systems) and T & TEC Wiring for Light and Power.

HV scope Requirements:

- a. The equipment shall be isolated, inspected, function checked, cleaned, tested, certified and returned to operation during a **weekend outage**.
- b. Arrangements must be concluded with T&TEC for disconnection and isolation of the 12KV Electrical supply to facilitate the Testing and subsequent reconnection of the supply upon completion of the works
- c. Arrangements with the Government Electrical Inspectorate for Inspection of the Testing work for certification and reclosure of the electrical supply
- d. Cleaning of the HV equipment and rooms. This shall include the removal of dust, debris and cobweb from the rooms and wiping of the transformers and switchgear.
- e. Functional Tests and inspection of the equipment, to identify and correct any or impending problems
- f. Perform Infra Red scan on all HV equipment and all connections on the main LV board
- g. Infra Red scan on connections before isolation to identify and correct any problems during the maintenance
- h. Infra Red scan after reconnection to ensure all connections are tight and secured

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza

- i. The contractor shall identify any corrective work to be done on each piece of equipment as may be required. The Contractor shall immediately bring to the Client's attention any additional issues or problems that may need attention during the maintenance
- j. The Contractor shall ensure that the supply voltage for operating his test equipment is available when the T&TEC's supply is isolated or call to the client's attention any temporary measures required for performing the tests
- k. The contractor shall provide a temporary standby generator to provide a power supply for his test equipment/lighting in the absence of the building generator
- l. The Contractor shall make himself familiar with all equipment to be disconnected, inspected, serviced and tested. He shall prepare and submit prior to the day of outage, a method statement to ensure that all aspects of the work are considered and that there are no unforeseen hiccups on the day of the outage
- m. The contractor shall be responsible for preparing and submitting a Job Safety Analysis form prior to the day of the outage
- n. Any exceptions to the requirements of this scope shall be listed in the Contractor's quotation.
- o. Upon completion of work, the Contractor shall clear all work areas of excess material, garbage and debris associated with his work. He shall restore all Panels, Covers, Safety Bars and Levers etc and leave the work areas in a clean and orderly condition. The Contractor shall also ensure a normal power supply has been returned to the building upon reconnection.
- p. The Contractor shall prepare and submit within three weeks a report containing all test results with a single line diagram of system and proper equipment descriptions which shall form part of a comprehensive report for the Buildings Records. This report should include where applicable recommendations on improvement if necessary to equipment, installation practices, and impending problems which could impact on Reliability and Safety of the equipment during operation.
- q. All tests, inspections and reports are the responsibility of the contractor and shall be undertaken and generated by a certified testing laboratory.
- r. Any corrective work to be done on the HV system shall be charged separately from the annual maintenance once the quotation is approved.

B. GENERAL REQUIREMENTS

1. The Contractor shall:

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza

- Provide routine preventive, corrective 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.
2. The Contractor shall ensure all scheduled maintenance activities are completed at the frequencies stipulated in BOQ. Payment shall only be made for works completed.
 3. The contractor shall have access to OEM parts and material and technical information from the equipment manufacturers as required.
 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 his personnel.
 5. The Contractor shall have in his employ, and utilize in connection with this Contract, only qualified Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
 6. 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.
 7. 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.
 8. The Contractor shall ensure proper housekeeping is performed at all times.
 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 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.
 11. 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.
 12. The contractor shall ensure that his workers are professionally attired with the company logo clearly visible on the breast pocket of his shirt.

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza

13. 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.
14. 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 and their approval and agreement for reimbursement of such activities.
15. The Facility Manager shall discuss the human resource requirement for each task/job after receipt of an estimate with the Contractor before execution of job.
16. The Contractor shall use reasonable efforts in consultation with the Facilities Manager to keep disruptions to a minimum.
17. The contractor shall ensure that trained representatives attend to an emergency within two (2) hours of any emergency call.
18. The contractor shall assess the system and make recommendations for improvement as needed.
19. 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.
20. All preventive maintenance work on the LV system shall be done during normal working hours Monday to Friday. Planned work can be schedule on any day of the week in accordance with the planned labour rates submitted.

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21. 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.
22. The contractor must be able to receive scheduled work orders and submit quotations via email.
23. 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.

ELECTRICAL SERVICES
SCOPE OF WORKS
BIR Tower
Government Campus Plaza

24. 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
25. 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.
26. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table below.
27. 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.
28. 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.
29. 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.
30. The contractor can only invoice for work completed with a valid work order number.
31. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
32. 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 technician

FREQUENTLY ASKED QUESTIONS (FAQs)

Electrical Maintenance Services at Government Campus Plaza Towers

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 **Electrical Maintenance Service at the following locations Government Campus Plaza Towers for one (1) year;**

- a) Custom & Excise Division
- b) Immigration Division
- c) Inland Revenue Division

Can I bid for the services at only 1 location or am I required to bid on all?

Bids can be submitted for one (1) Location. Services required are for three (3) separate projects.

Do I have to purchase each RFP separately?

Separate purchase is required for each RFP.

I am bidding for the services all locations; will my bids be considered together as a package?

Bids are to be submitted separately for each RFP and will not be considered as a package.

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 October 31, 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.

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

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.