



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

REQUEST FOR PROPOSALS

THE PROVISION OF PLUMBING MAINTENANCE SERVICES AT THE MINISTRY OF EDUCATION COMPLEX 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 Plumbing Maintenance Services at the Ministry of Education Complex for One (1) Year.**

INSTRUCTIONS FOR PURCHASE OF RFP PACKAGE.

The tender process for this project 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 package will be available for purchase from **October 31, 2022**. To download the RFP package, you will be required to select and purchase the RFP **via online payment**. The cost of the RFP package is **\$1,500.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **November 8, 2022 at 11:30 a.m.** This will be followed by a **Site Visit** commencing at **3:00 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 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

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



A. SCOPE OF WORKS

1. The Contractor shall be contracted to provide on-call plumbing services at the Ministry of Education (MOE) Complex, located on St. Vincent Street Port-of-Spain for a period of twelve (12) months.

2. Work may include, but is not limited to, as listed in following table:

EQUIPMENT	NUMBER	MAINTENANCE ACTIVITY	FREQUENCY
Stiebel Eltron Electronically Controlled Instantaneous Water Heaters	24	Inspect aerator of the faucet for scale and dirt.	Monthly
		Clean aerator of the faucet as needed.	Monthly
		Visually inspect all parts of unit for corrosion or pitting.	Monthly
Bell and Gossett Grinder Pumps	2	Inspect seals and replace as necessary.	Annually
		Inspect sewage grinder pump motor chamber for oil level and contamination and repair.	Annually
		Inspect the pump impeller and body for excessive build-up or clogging and repair.	Annually
		Inspect the pump motor and bearings and replace as required.	Annually
		Check condition of oil and change oil as necessary.	Annually
		Visually inspect all parts of unit for corrosion or pitting.	Bi-Annually and Annually
Bell and Gossett Wastewater Pumps	4	Inspect seals and replace as necessary.	Bi-Annually
		Inspect pump motor chamber for oil level and contamination and repair.	Bi-Annually
		Inspect the pump impeller and body for excessive build-up or clogging and repair.	Bi-Annually
		Inspect the pump motor and bearings and replace as required.	Bi-Annually
		Check condition of oil and change oil as necessary.	Bi-Annually
		Visually inspect all parts of unit for corrosion or pitting.	Monthly
Custom Care Water Technologies Inc. Multi Media Sand Filter	1	Maintain adequate supply of high purity salt in the brine maker. DO NOT use granulated salt.	Monthly
		Inspect brine tank float rod guide and ensure that it is vertical.	Monthly
		Inspect brine well for foreign material. Ensure that brine cover is in place. Clean as necessary.	Monthly

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



		Visually inspect all parts of unit for corrosion or pitting.	Monthly
Bell and Gossett Water Pumps	3	Inspect motor bearings and replace or lubricate as necessary.	Monthly
		Inspect pump seals and replace as necessary.	Monthly
		Inspect gaskets and replace as necessary.	Monthly
		Inspect pump for loose components and repair/replace as necessary.	Monthly
		Inspect and clean shaft and sleeve.	Quarterly
		Inspect and clean cover plate seal cavity.	Annually
		Visually inspect tank and components for corrosion or pitting. Rectify as necessary.	Monthly
Braithwaite Engineers Externally Flanged Pressed Steel Tank	1	Visually inspect connections to ensure additional bracing not required. Rectify as necessary.	Monthly
		Visually inspect all structural supports for corrosion or wear. Rectify as necessary.	Monthly
		Check that overflows are fitted and unobstructed.	Monthly
		Clean the inside of the tank (do not interfere with the joint seals).	Quarterly
		Inspect the inside of the tank for corrosion and pitting. Coat or replace parts as necessary.	Quarterly
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Quarterly
		Inspect ladder and fittings. Repair as necessary.	Monthly
		Visually inspect tank and components such as hatch for corrosion or pitting. Rectify as necessary.	Monthly
		Concrete Basement Potable Water Tank	1
Visually inspect all visible structural members for corrosion or wear. Rectify as necessary.	Monthly		
Check that overflows are fitted and unobstructed.	Monthly		
Clean the inside of the tank (do not interfere with the joint seals).	Bi-Annually		
Inspect the inside of the tank for cracks and structural issues. Repair as necessary.	Bi-Annually		
Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Bi-Annually		
Inspect ladder and fittings. Repair as necessary.	Monthly		
Inspect and conduct repairs as necessary to the inside of the elevator car - Electronic detector, photo-electric device, mechanical edge and door open button.	Monthly		
General	23 Floors	Repairs to leaks, burst pipes, fittings, toilets, sinks, urinals, flush valves etc.	As needed

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



	Clearing of blocked pipes, sinks, toilets, guttering, floor drains etc.	As needed
	Investigation of leaks in high rise buildings and underground pipes	As needed
	Repairs to sprinkler lines and chilled water pipe lines if required	As needed
	Repairs and servicing of pressure tanks, storage tanks etc.	As needed
	Repairs and Servicing of faucets and floor drains	As needed
	Repairs and servicing of sewer and potable water connections	As needed
	Working with copper, PVC, CPVC, press fittings and PEX lines.	As needed
	Repairs and servicing of pressure reducing valves, water heaters	As needed
	Repairs and servicing of pumps including duplex pumps, sump pumps and associated controllers	As needed
	Any other plumbing related work as required	As needed

3. The Contractor shall ensure that trained representatives attend to emergencies within two (2) hours of an emergency call.
4. The Contractor shall have access to the following equipment as listed in **Error! Reference source not found.** and shall make such available upon request.
5. The rates quoted within shall remain consistent throughout the duration of the contract on a daily rate basis.
6. All “snake” equipment should have a minimum run of one hundred and twenty five feet (125’)
7. The Contractor shall ensure that the Services conform to all local codes, standards and other applicable codes which include the Plumbing Code of Trinidad and Tobago.
8. The Contractor shall be asked to prepare and submit a daily job ticket to be signed off each day for work performed. (This shall include names of employees, hours, tasks performed, materials used and equipment rented).
9. The Contractor shall ensure proper housekeeping is performed at all times.
10. 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.
11. The Contractor shall not charge for transportation of workers to site.
12. The contractor shall ensure that his workers are professionally attired

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



13. The contractor shall ensure that his workers are supplied with company IDs when on site
14. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
15. The Contractor shall have in his employ, and utilize in connection with this Contract, competent Tradesmen and shall comply with all Local Government and Statutory Authorities' requirements.
16. The Contractor shall use all reasonable efforts to keep the site and the premises clear of unnecessary obstruction so as to avoid danger to persons.
17. 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.
18. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.
19. 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.
20. 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.
21. The Services will be provided at established labor rates as outlined in **Error! Reference source not found.** and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.
22. The contractor shall submit a list of names and classes of workers assigned to the facility before commencement of the Contract.

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



23. The Contractor shall ensure that public safety is maintained and monitored at all times and implement safety measures as may be deemed necessary in the circumstances to include, but not be limited the following:

- Caution tape and barriers
- Hazard cones
- Out-of-Order signage
- Trip hazard
- High visible construction warning signs
- Early warning signs of work zones ahead and/or work areas,

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

25. INVOICING

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

Please note:

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

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



B. CMMS

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 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.
5. Emergency work or unplanned work shall be executed as needed and in accordance with the rates requested in the Table **Error! Reference source not found.** 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. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in the Table **Error! Reference source not found.** below.
7. 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.
8. When invoicing of all maintenance work, a summary sheet must be prepared and attached to the invoice together with the other supporting documents such as the job tickets/service reports, bills and delivery notes for each day's work as applicable.
9. 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.

PLUMBING MAINTENANCE SERVICES

SCOPE OF WORKS

MINISTRY OF EDUCATION COMPLEX

St. Vincent Street, Port-of-Spain



10. The contractor can only invoice for work completed with a valid work order number.
11. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.
12. The contractor must prepare 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

C. COVID-19 VACCINATION

All contractor representatives onsite must be fully vaccinated, and provide proof of vaccination. Persons are fully vaccinated 2 weeks after their second dose in a 2-dose series or 2 weeks after a single-dose vaccine. Unvaccinated persons will not be allowed entry onsite

FREQUENTLY ASKED QUESTIONS (FAQs)

Plumbing Maintenance Services at the Ministry of Education Complex

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 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.

What is the Location of the site?

The project site is located at #5 St. Vincent Street, Port of Spain.

Are there any eligibility requirements for this Procurement Process?

In order to be eligible for evaluation and/or consideration to provide the 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.