



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

REQUEST FOR PROPOSAL FOR THE PROVISION OF PLUMBING MAINTENANCE SERVICES AT THE OFFICE OF THE ATTORNEY GENERAL AND THE MINISTRY OF LEGAL AFFAIRS

The Urban Development Corporation of Trinidad and Tobago Limited, (UDeCOTT) invites suitably qualified and experienced entities to submit proposals for **THE PLUMBING MAINTENANCE SERVICES AT THE OFFICE OF THE ATTORNEY GENERAL AND THE MINISTRY OF LEGAL AFFAIRS**.

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 **April 17, 2023**. 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 **\$750.00 VAT Inclusive**.

INFORMATION SESSION AND SITE VISIT

An **Online Information Session** will be held **via Microsoft Teams** on **Tuesday April 25, 2023, at 1:00 p.m.** A **Site Visit** will be held on **Wednesday April 26, 2023, at 1:00 p.m.** The assembly address is **Lower Richmond Street Port of Spain**. Interested parties are kindly asked to confirm their availability, together with **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 **May 16, 2023 at 2:00pm (AST)**.

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

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

SECRETARY, TENDERS COMMITTEE

SCOPE OF WORKS
PLUMBING MAINTENANCE SERVICES FOR ONE (1) YEAR AT



THE OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF LEGAL AFFAIRS

SCOPE OF WORKS

1. The Contractor will be contracted to provide Plumbing Services at the MAGLA Tower, Government Campus Plaza, Richmond Street, POS for a period of twelve (12) months
2. Work may include, but is not limited to, as listed in table below:

EQUIPMENT	NUMBER	MAINTENANCE ACTIVITY	FREQUENCY
Grinder Pumps Basement	2	Inspect seals and replace as necessary.	Bi-Annually
		Inspect sewage grinder 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.	
		Check condition of oil and change oil as necessary.	Bi-Annually
		Visually inspect all parts of unit for corrosion or pitting.	Bi-Annually
		Perform any other task as may be required	Bi-Annually
Bell and Gossett Triplex Water Pumps Basement and level 10	2 (6 pumps)	Inspect motor bearings and replace or lubricate as necessary.	Bi-Annually
		Inspect pump seals and replace as necessary.	Bi-Annually
		Inspect gaskets and replace as necessary.	Bi-Annually
		Inspect pump for loose components and repair/replace as necessary.	Bi-Annually
		Inspect and clean shaft and sleeve.	Bi-Annually
		Inspect and clean cover plate seal cavity.	Bi-Annually
		Visually inspect tank and components for corrosion or pitting. Rectify as necessary.	Bi-Annually
Braithwaite steel water storage tank 3.66mx2.44mx2.44m 5400 Gal Level 10	2	Visually inspect connections to ensure additional bracing not required. Rectify as necessary.	Annually
		Visually inspect all structural supports for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for corrosion and pitting. Coat or replace parts as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect tank and components such as hatch for corrosion or pitting. Rectify as necessary.	Annually

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Concrete Underground Potable Water Tank 36,895 Gals Basement	1	Visually inspect level sensor for issues. Rectify as necessary.	Annually
		Visually inspect all visible structural members for corrosion or wear. Rectify as necessary.	Annually
		Check that overflows are fitted and unobstructed.	Annually
		Clean the inside of the tank (do not interfere with the joint seals).	Annually
		Inspect the inside of the tank for cracks and structural issues. Repair as necessary.	Annually
		Inspect tank float and ensure no corrosion or damage. Repair or replace as necessary.	Annually
		Inspect ladder and fittings. Repair as necessary.	Annually
		Visually inspect level sensor for issues. Rectify as necessary.	Annually
Sump Pump Basement	4	Remove intake screen and clean any debris	Quarterly
		Clean impeller as needed	Quarterly
		Clean air bleed or weep hole as needed	Quarterly
		Clean pit of any debris as needed	Quarterly
		Add water to pit and check operation of pump	Quarterly
		Check operation of float switches	Quarterly
		Check discharge line to ensure it is not clogged	Quarterly
		Check indicator lights on panel	Quarterly
		Check manual/automatic switches on panel	Quarterly
General		Repairs to leaks, burst pipes, fittings, toilets, sinks, urinals, flush valves etc.	As needed
		Maintenance of sump pumps: inspect pump for any stuck debris, check operation, clean pit, check floaters	Quarterly
		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

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		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. All corrective maintenance work to be done shall be charged separately from the preventive maintenance cost once the quotation is approved.
4. The Contractor shall ensure that trained representatives attend to emergencies within two (2) hours of an emergency call.
5. The Contractor shall have access to the following equipment as listed in "Table 1" and shall make such available upon request.
The rates quoted within shall remain consistent throughout the duration of the contract on a daily rate basis.
All "snake" equipment should have a minimum run of one hundred and twenty five feet (125')
6. 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.
7. 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).
8. The Contractor shall ensure proper housekeeping is performed at all times.
9. 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.
10. The Contractor shall not charge for transportation of workers to site.
11. The contractor shall ensure that his workers are professionally attired
12. The contractor shall ensure that his workers are supplied with company IDs when on site
13. The Facility Manager shall discuss the human resource requirement for each task with the Contractor before allocation of such resources.
14. 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.
15. 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.

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16. 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.
17. The Contractor shall provide its site personnel with personal protective equipment which shall be utilized at all times on-site.
18. 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.
19. 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.
20. The Services will be provided at established labor rates as outlined in "Table 2", and the Contractor shall affix his stated labor rates therein, which shall be used for the purposes and intent of the Contract.
21. The contractor shall submit a list of names and classes of workers assigned to the facility before commencement of the Contract.
22. 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; and
 - Early warning signs of work zones ahead and/or work areas,
23. 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.
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 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.

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- 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.

CMMS

- 25. For all 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 maintenance work.
- 26. The contractor must be able to receive scheduled work orders and submit quotations via email.
- 27. 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.
- 28. 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
- 29. 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.
- 30. Labour Rates shall be submitted for planned and unplanned maintenance work as requested in Table 3 below.
- 31. All completed work being invoiced for must be supported by the contractor's service reports containing UDeCOTT's work order numbers. Please note if UDeCOTT's work order numbers are not included in the contractor's service reports, the invoices will not be processed.
- 32. 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.
- 33. 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.
- 34. The contractor can only invoice for work completed with a valid work order number.
- 35. All service reports must be completed and signed off by UDeCOTT's Facilities Assistant before leaving the site each day.

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36. 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 worker

FREQUENTLY ASKED QUESTIONS (FAQs)

For the Provision of Plumbing Maintenance Services for One (1) Year at the Office of the Attorney General and Ministry of Legal Affairs

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 Service Provider with the specialised expertise necessary 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 **April 17, 2023**.

What is the Location of the site?

The Office of the Attorney General and Ministry of Legal Affairs is located at Government Plaza, Richmond 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:

- Incorporation or otherwise registered to do business in Trinidad and Tobago **prior** to the award of any contract for the provision of the Works, as evidenced by the Certificate of Incorporation or Registration (as applicable),
 - Submission of valid statutory clearance/compliance certificates, namely,
 - VAT Clearance Certificate
 - BIR Clearance Certificate
 - NIS Certificate of Compliance

Are Proponents required to submit a Bid Bond with their Proposals?

No, a Bid Bond is not required for this RFP.

What is the recommended team composition?

At a minimum, the proposed team should comprise the following:

1. Plumber (1 No.)
2. Assistant (1 No.)

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.