



Trinidad and Tobago  
Postal Corporation

Ref# RFT/FM005/2023 Facilities Maintenance Services- Lot 1 - Air Condition Maintenance Services

# TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

**Reference Number; RFT/FM/005/2023**

## REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

### LOT 1

## AIR CONDITION MAINTENANCE SERVICES

## **Schedule 1- Scope of Services**

### **Appendix 1 Lot 1 - Air Condition Maintenance Services**

#### **Service Requirements**

TTPOST is seeking proposals from suitably qualified and experienced Air Conditioning Contractors for Maintenance and Repair Services at various facilities in TTPPOST network. The Contractor will provide full-service maintenance and repair services and administer the duties and responsibilities set forth in this Request for Tender (“RFT”), in accordance with the manufactures specifications and the National Guidelines for the Air Conditioning and Refrigeration Sector of Trinidad and Tobago, American National Standards Institute/ American Society of Heating, Refrigeration and Air-Conditioning Engineers (ANSI/ ASHRAE). The following applies:

- Provision of all labour, supervision, safety gear, transport equipment and tools necessary for the effective performance of the maintenance services required.
- Supply all lubricants, oils, refrigerant and all other materials required for the efficient performance of the duties
- Provide in advance the material safety data sheets for all chemicals that are to be used in the execution of the services.
- Maintain good inspection and maintenance records.

Firms submitting bids must be prepared to immediately enter a contract (“Agreement”) for the services and duties as set forth in this RFT.

The work will include the provision of a complete maintenance and management program including, but not limited to, the inspection, preventative maintenance, repair, programming and other tasks and services necessary to ensure safe, well maintained AC systems providing quality air for TTPPOST employees and the public.

It is the intent of the TTPPOST to identify and establish long term partnerships with highly qualified Contractors. To achieve the best level of service, the Corporation believes that the relationship must be based on mutual trust and respect. Teamwork, flexibility, and cooperation will be essential characteristics of the successful Contractor.

#### **Scope of Services**

The Contractor shall provide full-service AC maintenance and repair services to TTPPOST Facilities as outlined in this document. Contractor shall retain professional personnel who have successfully and competently provided commercial AC maintenance and repair services on facilities of similar scope and complexity. It shall be the Contractor’s responsibility to develop and implement a routine maintenance program to effectively maintain, to the satisfaction of the TTPPOST Representative, all aspects of AC systems in TTPPOST defined facilities.

For the purpose of this contract, routine preventative AC maintenance shall be defined as scheduled routine inspection and proactive servicing of AC systems so as to facilitate cooling with a minimal



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downtime. The routine maintenance and all repairs shall be provided in accordance with the highest standards of the industry, skill, workmanship, applicable trade practices, meet warranties, and be in conformance with all applicable laws, codes and regulations. The successful Contractor’s maintenance program and repairs shall, at a minimum, include but not limited to the specifications outlined herein.

**Services to be provided**

It is the Contractor’s responsibility to provide an appropriate level of staffing and provide appropriate tools and vehicles necessary to support all TTPOST facilities AC maintenance during hours of operations and for response after normal working hours. Contractor shall maintain the appropriate license and will comply with all other license, insurance and permit requirements of the TTPOST, GoRTT, as well as all other requirements of the law.

Routine maintenance, inspection and testing must be carried out on the air condition system by properly trained personnel as follows:

- i. The Contractor is required to ensure that all the air conditioning systems are functioning acceptably at all times and at a minimum complete the following services according to best industry practices (**every three months**) and the vendor’s requirements.
- ii. Ensure air condition breakdown are repaired within 24 hours when reports are made and fully operational.

Description of Service	
<b>Air Handler Unit/ Evaporator</b>	
Item # 1	Visually inspect Air Handler equipment, ducts for any damages e.g. holes or separated sections that might leak air and repair where necessary.
2	Check filters and clean or replace where necessary to assure good airflow and filtration.
3	Check and blower belt and replace where necessary.
4	Check cleanliness of blower and clean where necessary.
5	Inspect evaporator coils and clean where necessary.
6	Tighten drive pulleys on blowers and motors and replace belts where necessary.
7	Lubricate /replace all bearings if necessary.
8	Clean and inspect motors.

9	Check voltage and amperage on motors.
10	Check capacitors.
11	Inspect all electrical connections
12	Check all electrical components and controls to ensure they are functioning optimally

Description of Service	
Condenser Unit	
Item # 1	Check and clean condenser coils where necessary
2	Visually inspect compressor and check for any leaks or possible problems and repair where necessary.
3	Compressor oil levels to be checked and refilled where necessary.
4	Check for adequate refrigerant charge.
5	Check refrigerant line and connections for any leaks and repair if necessary.
6	Check thermostats and recalibrate where necessary.
7	Check fans for proper operation.
8	Tighten drive pulleys on blowers and motors and replace belts where necessary.
9	Lubricate all bearings and replace if necessary.
10	Clean and inspect motors.
11	Check voltage and amperage on motors.
12	Inspect condensate line for any leaks or blockages.
13	Inspect all tubing and coils for evidence of any leaks
14	Check all electrical components and controls to ensure they are functioning optimally



In addition to these tests the following routine inspection must be performed on the air conditioning systems:

- (a) Examine the operations of the systems for any malfunctions including abnormalities in vibrations or noises.
- (b) Check ambient temperature within conditioned areas.
- (c) Perform a complete air flow balancing of the central air conditioning system yearly.
- (d) Perform duct cleaning for central system yearly.
- (e) Other repairs/ check are that are not identified within the checklist.
- (f) All major repairs/replacement a quotation will be submitted by the successful vendor to TTPost for approval before execution of works.

#### Reporting/ Documentation

A written record of all inspection, test, maintenance and repairs must be submitted at the completion of each service within one (1) working day after completion. At a minimum the report must include:

- (a) The date of the report
- (b) The names of person providing the services
- (c) identification of unsatisfactory conditions and corrective action taken (including parts replaced),
- (d) any testing of repairs recommended by the manufacturer

In addition to these tests the following routine inspection must be performed on the air conditioning systems:

- (a) Examine the operations of the systems for any malfunctions including abnormalities in vibrations or noises.
- (b) Check ambient temperature within conditioned areas.
- (c) Perform a complete air flow balancing of the central air conditioning system yearly.
- (d) Perform duct cleaning for central system yearly.
- (e) All major repairs/replacement a quotation will be submitted by the successful vendor to TTPOST for approval before execution of works.

Specific deliverables and service requirements include, but are not limited to, the following:

#### Reporting and Communication

In addition to the timely submission of all deliverables and fulfilment of obligations specified within the Contract, the Contractor must facilitate and maintain regular communication with the Corporation.

Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of work, to ensure that the work is progressing well and in

accordance with expectations. Communication may include (but is not limited to) phone calls, electronic mail and meetings.

Additionally, the Contractor must immediately notify the Corporation of any issues, problems, or areas of concern in relation to any work completed under the Contract, as they arise.

**Staffing, Workmanship and Quality Level**

The Contractor shall provide a staffing level that will provide the desired level of customer service, programme support, and AC Maintenance and Repair services at designated TTPOST facilities. All work shall be performed by journeyman level staff directly employed and supervised by the Contractor. The Contractor shall provide management and technical supervision through competent supervisors as required. The Contractor shall be responsible for the skills, methods and actions of all employees, Subcontractors and for all work done. The Contractor shall have the knowledge, ability, and technical expertise to remotely monitor, interpret and troubleshoot problems prior to arriving on site utilizing interfaces to any existing or future Energy Management Control System (EMCS), as well as the knowledge, ability, and technical expertise to diagnose and repair components of the EMCS including, but not limited to, sensors, actuators, controllers, man machine interfaces and logic.

**Parts and Material**

The Contractor shall furnish all parts and materials necessary for properly maintaining and repairing AC systems in TTPOST buildings. Mark-up on parts and materials may not exceed 10% of Contractor's cost. Invoices must identify the work performed, cost of labour, parts/materials used, parts/materials cost, and parts/materials mark-up cost.

During the first service at each site the Contractor will make recommendations on repairs or upgrades to systems within 60 days. TTPOST Representative will respond to these recommendations within 30 days of receiving them.



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### Schedule 2- Form of Tender

Unconditional and Irrevocable offer to Trinidad and Tobago Postal Corporation

240-250 Golden Grove Rd,

Piarco

#### Re: RFT# FM/005/2023 for Facilities Maintenance

Tender of: ..... for the Provision of Facilities Maintenance (lot #) at various TTPost locations.

To: The Tenders Committee Trinidad and Tobago Postal Corporation

Sir,

On behalf of (Full legal name of Tenderer), I submit with this tender in response to TTPOST's Request for Tenders ("RFT") Ref# RFT/FM/005/2023 for AIR CONDITION MAINTENANCE SERVICES: In this connection, I state the following:

1. I have full authority to bind tenderer with respect to this response to the Request for Tenders and any oral or written presentations and representations made to TTPOST.
2. I have read and understand the Request for Tender (RFT) and am fully capable and qualified to provide the goods and/or services as described within this Request for Tenders (RFT).
3. I have read and understand the Request for Tenders, including addenda numbers\_\_\_ [insert number of addenda issued] \_\_\_\_.
4. I understand that TTPOST will rely on my firm's response to the Request for Tenders, and I agree to be bound by its representations and statements made in its response and in any oral or written presentation(s) made during the evaluation and selection process.
5. I agree to hold my Proposal open for a period of 90 days from the date and time established for notification of award, and, if requested by TTPOST, for an additional 30 days thereafter.
6. If requested by TTPOST, Proposer agrees to furnish additional information or documentation or to make one or more oral presentations or demonstrations to assist TTPOST in evaluating its Proposal.
7. Neither I nor Tenderer has any beneficial interest in or relationship with any other party working or performing services for or otherwise affiliated with TTPOST and no conflict of interest which could interfere with the provision of services to TTPOST.
8. Proposer understands that TTPOST will rely upon the material representations set forth in the Request for Tenders and that Tenderer has a continuing obligation to update any information which changes, or which Tenderer learns to be incorrect.
9. It is understood that an original and multiple copies of the Request for Tenders have been submitted for consideration. Tenderer warrants that all electronic copies are identical to the original in all respects.
10. If selected by TTPOST, Tenderer agrees to negotiate and enter into an Agreement for AIR CONDITION MAINTENANCE SERVICES with TTPOST.

11. I declare that all Required Forms A through D have been examined by me and to the best of my knowledge and belief are true, correct, and complete.

We are, Sir,

Yours faithfully,

**SIGNED FOR THE TENDERER**

Dated:

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Signature

Name of Company)

(Address in full) .....

\* Note: In case of a Tender by a Firm or Company, the signature of the person fully authorised by the Firm or company to sign on behalf of the Firm or company.





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### Schedule 3- Pricing Schedules

#### Lot 1- Air Condition Maintenance Services

To service and maintain all air conditions in accordance with standards and specifications identified (3 month period) for the following locations:

Item	Description	Qty	Unit	Total
1	<b>Chaguanas</b>			
	5 ton Split Air condition	2	Nr	
	24000btu Split Air condition	1	Nr	
	12000btu Split Air condition	1	Nr	
2	<b>Chaguanas Retail</b>			
	5 ton Split Air condition	1	Nr	
	24000btu Split Air condition	1	Nr	
	12000btu Split Air condition	1	Nr	
3	<b>Cunupia</b>			
	15 ton Central Air condition	1	Nr	
	18000btu Split Air condition	2	Nr	
	12000btu Split Air condition	1	Nr	
4	<b>Couva</b>			
	36000btu Split Air condition	3	Nr	
	24000btu Split Air condition	1	Nr	
5	<b>Carapichaima</b>			
	5 ton Split Air condition	2	Nr	
6	<b>Gasparillo</b>			
	5 ton Split Air condition	4	Nr	
	24000btu Split Air condition	2	Nr	
7	<b>Williamsville</b>			
	36000btu Split Air condition	3	Nr	
8	<b>Claxton Bay</b>			
	15 ton Central Air condition	1	Nr	
9	<b>New Grant /Prinkestown</b>			
	15 ton Central Air condition	1	Nr	
	36000btu Split Air condition	2	Nr	

	24000btu Split Air condition	2	Nr	
	12000btu Split Air condition	1	Nr	
10	<b>Rio Claro</b>			
	5 ton Split Air condition	1	Nr	
	18000btu Split Air condition	1	Nr	
11	<b>Mayaro</b>			
	5 ton Split Air condition	2	Nr	
12	<b>Debe</b>			
	15 ton Central Air condition	1	Nr	
	24000btu Split Air condition			
13	<b>Barrackpore</b>			
	5 ton Split Air condition	1	Nr	
	36000btu Split Air condition	1	Nr	
14	<b>Siparia</b>			
	36000btu Split Air condition	2	Nr	
	24000btu but Split Air condition	1	Nr	
	12000btu Split Air condition	1	Nr	
15	<b>Santa Flora</b>			
	24000but Split Air condition	2	Nr	
16	<b>La Romain</b>			
	15 ton Central Air condition	1	Nr	
17	<b>Fyzabad/ South Oropouche</b>			
	36000btu Split Air condition	2	Nr	
	24000btu Split Air condition	1	Nr	
	12000btu Split Air condition	1	Nr	
18	<b>Cedros</b>			
	12000btu Split Air condition	2	Nr	
19	<b>La Brea</b>			
	18000btu Split Air condition	3	Nr	
20	<b>Valencia</b>			
	48000btu Split Air condition	1	Nr	
	12000btu Split Air condition	2	Nr	
21	<b>Arima</b>			



	5 ton Split Air condition	4	Nr	
	24000btu Split Air condition	1	Nr	
22	<b>Maloney</b>			
	15 ton Split Air condition	1	Nr	
	24000btu Split Air condition	3	Nr	
	12000btu Window Air condition	2	Nr	
23	<b>Tunupuna</b>			
	15 ton Central Air condition	1	Nr	
24	<b>Tunapuna Retail</b>			
	15 ton Central Air condition	1	Nr	
25	<b>Curepe</b>			
	36000btu Split Air condition	3	Nr	
	24000but Split Air condition	1	Nr	
	18000but Split Air condition	1	Nr	
	12000but Split Air condition	1	Nr	
26	<b>San Juan</b>			
	36000btu Split Air condition	2	Nr	
	24000but Split Air condition	1	Nr	
	18000but Split Air condition	4	Nr	
27	<b>Laventille</b>			
	5 ton Split Air condition	2	Nr	
28	<b>Lower Santa Cruz</b>			
	5 ton Split Air condition	3	Nr	
	18000 btu Split Air Condition	1	Nr	
29	<b>Upper Santa Cruz</b>			
	5 ton Split Air condition	2	Nr	
30	<b>Belmont</b>			
	5 ton Split Air condition	2	Nr	
31	<b>Morvant</b>			
	5 ton Split Air condition	1	Nr	
	36000btu Split Air condition	1	Nr	
32	<b>Maraval</b>			

	15 ton Central Air condition	1	Nr	
	18000btu Split Air condition	1	Nr	
33	<b>St Anns</b>			
	20 ton Central Air condition	1	Nr	
34	<b>St Vincent Street</b>			
	36000btu Split Air condition	2	Nr	
35	<b>St James</b>			
	20 ton Central Air condition	1	Nr	
36	<b>Diego Martin</b>			
	20 ton Central Air condition	1	Nr	
	36000btu Split Air condition	2	Nr	
37	<b>Carenage</b>			
	5 ton Central Air condition	2	Nr	
38	<b>Scarborough</b>			
	5 ton Split Air condition	6	Nr	
	24000btu Split Air condition	4	Nr	
39	<b>Bon Accord</b>			
	24000btu Split Air condition	1	Nr	
40	<b>Roxborough</b>			
	24000btu Split Air condition	2	Nr	
	Roxborough (Retail)			
	24000btu Split Air condition	1	Nr	
			<b>Sub Total</b>	
			<b>Value Added Tax 12.5%</b>	
			<b>Total</b>	



**National Mail Centre**

To service and maintain all air conditions in accordance with standards and specifications identified every three (3) month at the following locations at the National Mail Centre, Piarco:

Item	Description	Qty	Unit	Total
1	<b>Flat Rack</b>			
	20 ton Central Air condition unit	1	Nr	
2	<b>Bulk Mail</b>			
	20 ton Central Air condition unit	1	Nr	
3	<b>Processing West</b>			
	15 ton Central Air condition unit	1	Nr	
4	<b>Processing East</b>			
	15 ton Central Air condition unit	1	Nr	
5	<b>Registration</b>			
	20 ton Central Air condition unit	1	Nr	
6	<b>Courier</b>			
	20 ton Central Air condition unit	1	Nr	
7	<b>Customer Service/ Procurement /Property</b>			
	25 ton Central Air condition unit	1	Nr	
8	<b>Telephone Room</b>			
	10 ton Central Air condition	1	Nr	
9	<b>Post Shop / Delivery Services /Payroll</b>			
	15 ton Central Air condition	1	Nr	
10	<b>Stores</b>			
	10 ton Central Air condition	1	Nr	
11	<b>Parcel Post</b>			
	30 ton Central Air condition	1	Nr	
12	<b>Cafeteria</b>			
	10 ton Central Air condition	1	Nr	
13	<b>Finance</b>			
	5 ton Split Air condition	2	Nr	
14	<b>Board Room</b>			
	15 ton Central Air condition	1	Nr	
15	<b>Lift</b>			

	18000 btu Split Air condition	1	Nr	
16	<b>Security Manager</b>			
	18000btu Split Air condition	1	Nr	
17	<b>MD Office</b>			
	24000 btu Split Air condition	1	Nr	
18	<b>GM Finance</b>			
	24000btu Split Air condition	1	Nr	
19	<b>Finance Manager</b>			
	12000 btu Split Air condition	1	Nr	
20	<b>IT Office</b>			
	36000 btu Split Air condition	1	Nr	
21	<b>Vacant Office /Auditors</b>			
	18000 btu Split Air condition	1	Nr	
22	<b>Finance Records Room</b>			
	12000 btu Split Air condition	1	Nr	
23	<b>Finance Storage Room</b>			
	12000 btu Split Air condition	1	Nr	
24	<b>Server Room</b>			
	3 ton Split Air condition	1	Nr	
25	<b>Post Shop</b>			
	36000 btu Split Air condition	1	Nr	
26	<b>Box Lobby</b>			
	12000 btu Split Air condition	3	Nr	
27	<b>Records Room</b>			
	24000 btu Split Air condition	2	Nr	
28	<b>Container A Finance</b>			
	12000 btu Split Air condition	1	Nr	
29	<b>Container D Records</b>			
	18000 btu Split Air condition	1	Nr	
30	<b>Container IT</b>			
	18000 btu Split Air condition	1	Nr	
31	<b>Container H Finance</b>			
	12000btu Split Air condition	1	Nr	



32	<b>Container I Finance</b>			
	12000 btu Split Air condition	1	Nr	
33	<b>Container J Finance</b>			
	12000 btu Split Air condition	1	Nr	
	Human Resource/ Retail			
	25 ton Central Air conditioning	1	Nr	
			<b>Sub Total</b>	
			<b>Value Added Tax 12.5%</b>	
			<b>Total</b>	

**Pricing schedule of parts for installation into the equipment for full operations**

**Split Air Condition**

Parts	Air Condition Sizes						
	12000btu	18000btu	24000btu	36000btu	48000btu	5 ton	Other
Evaporator							
Circuit Board							
Universal Remote							
Blower motor							
Condenser							
Fan motor							
Compressor							
Fan blade							
Condenser bracket							
Valves							
Regas compressor							

20 Feet of suction lines/ etc. encased in trunking for operation of A/C							
30 Feet of suction lines/ etc. encased in trunking for operation of A/C							

**Central Air Condition System**

Parts	10 ton	15 Ton	20 Ton	Other
Evaporator				
Circuit Board				
Thermostat				
Blower motor				
Major gas leak				
Condenser				
Fan motor				
Compressor				
Circuit board				
Fan blade				
Condenser stand				
Valves				
Regas compressor				
20 Feet of suction lines/ etc. encased in trunking for				





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operation of A/C				
30 Feet of suction lines/ etc. encased in trunking for operation of A/C				



**Acknowledgement**

Trinidad and Tobago Postal Corporation  
240-250 Golden Grove Road  
Piarco 350462  
Trinidad WI

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service-Air Condition Services, dated September, 2023, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a Tender to the Trinidad and Tobago Postal Corporation by the deadline date of October 03rd 2023, at 3:00 PM and that we:

INTEND                       DO NOT INTEND

to send **xxx(x)** authorized representative to Site visit on **xxx**.

We acknowledge that this RFT is confidential and proprietary to TTPost, and contains privileged information. Upon request, we will return this RFT or any part thereof, and all copies thereof, to the Corporation.

Name of Authorized Representative:	_____
Signature:	_____
Title:	_____
Name and Address of Tenderer:	_____ _____ _____
Telephone:	_____
Email:	_____

If you do not intend to submit a proposal, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFT.
- We do not think we can make a competitive offer at this time.
- Other (please specify): \_\_\_\_\_