



TRINIDAD AND TOBAGO POSTAL CORPORATION

PROCUREMENT DEPARTMENT

Reference Number; RFT/FM/005/2023

REQUEST FOR TENDERS FOR FACILITIES MAINTENANCE SERVICES

LOT 7

MAINTENANCE OF SEWER TREATMENT SYSTEMS

Schedule 1- Scope of Services

Appendix 6 Lot 6- Maintenance of Sewer Treatment Systems

Background

The National Mailing Centre (NMC) TTPOST was built approximately twenty (20) years ago which provides the mailing operations of Trinidad and Tobago. This compound is approximately 27493 M2 generally flat lands comprising of buildings with a floor area of approximately 4201 M2 that provides working space for approximately 300 staff. The building fabric comprise of masonry bearing walls constructed with structural steel frame supporting a steel roof deck substrate, reinforced concrete roof deck and a dome.

The sewer treatment system infrastructure comprises of sewer lines from interchange, Septic Tank, up flow Filters, Sump Pumps, Sand Filter, UV Unit and associated infrastructure to support the sewer system.

The sewer tank is reinforced concrete with wall and base to a depth of 765mm below ground level to a maximum depth of 3165 mm and a capacity of 24,000 litres. This tank walls and floor is 250mm tick and is reinforced concrete with 10mm and 12mm High tensile bars both ways with 150mm tick concrete covers.

The Up-flow Filters tank is reinforced concrete with walls and base to a depth of 500mm below ground level with a capacity of 25700 litres. This tank walls and floor is 250mm tick and is reinforced concrete with 10mm and 12mm High tensile bars both ways with 100mm tick concrete covers. Within the tank there are up flow filters there are 150mm tick washes 100mm aggregate, 400mmthk 16-37mm aggregate and 150mm tick 6mm tick aggregate.

Sump Pump #1 and #2 are two cylindrical chambers with concrete base and covers with a duplex sump pump.

Sand Filter tank is reinforced concrete blockwork walls and base to a depth of 400mm above ground level with a capacity of 29,000 litres. This tank walls are 200mm tick reinforced concrete blockwork with 16mm High tensile vertical bars at 200mm c/c and 2-10mm horizontal bars at 200mm c/c ways with 125mm tick concrete covers. Within the tank there are media, washed pea gravel and 6 to 38mm graded gravel.

UV Unit identifies the bacteria component before wastewater is sent to the storm drain

In reducing the impact and sewer issues to NMC during the year especially during the rainy season it is imperative that the Sewer treatment system and infrastructure be maintained for a period of three (3) years. This will maintain longevity of the system life, reduce cost for loss of operational downtime and efficiency within TTPOST Operations.

Project Objectives

The objectives of the facilities maintenance services contracts are as follows:

- To provide a comfortable, safe and improved working environment for all employees and customers
- To ensure existing facilities are maintain efficiently and effectively
- To Enhance the life of the Corporation's assets
- To optimise operational uptime by reducing downtime caused by the non-functioning equipment/facilities.

Background

The Corporation's network comprises of forty-seven (47) Offices, both Retail and Deliver Office throughout Trinidad and Tobago in addition to its head office and processing facilities at Piarco. These facilities vary in ages some of which are over fifty (50) years old. These buildings are generally constructed with both reinforce concrete, blockwork and timber.

Consideration of Context

Site Location

The site location of the Retail and Delivery Offices in Trinidad and Tobago

Requirements

The contractor is required to assist TTPST with obtaining the approvals/licence (documentation, processing, reports, schematic drawings, etc,) execute the required maintenance services and associated services in accordance with the manufacture's specifications and the Trinidad and Tobago Water and Sewerage Authority, Trinidad and Tobago Bureau of Standards, or any other not mentioned

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, belts 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.
- Cleaning and sanitizing all tank, chambers, etc

System Components

The sewer system comprises of the following:

- Septic Tank
- Up flow Filters
- Sump Pumps
- Sand Filters
- Ultraviolet Unit

Inspection/ Testing and Maintenance of the Sewer Treatment System and Infrastructure

- Routine maintenance, inspection and testing must be carried out on the sewer system by properly trained personals.
- Before testing check the following: wastewater level, infrastructure and equipment for damage, leaks or defects.
- Cleaning of all tanks and sanitizing.

Schedule and Description of Services

Routine maintenance, inspection and testing must be carried out on the wastewater system by properly trained personals.

The vendor is required to ensure that the wastewater system is functioning acceptably at all times and at a minimum complete the following according to industry best practices and the vendor’s requirements.

Item No.	Description of Services	Semi-Annually	Annually
	<u>Septic Tank</u>		
	Check infrastructure for defects or structural failure of the tank	√	
	Check flows from main sewer lines to the tank to ensure no blockage with the flow		√
	To ensure grit sludge and other solids are removed and all flow lines are clear.		√
	To treat and make good to areas that prevent the operations of the tank	√	
	Check for any unusual, noticeable strong detergent odour.	√	
	<u>Up flow Filter</u>		
	Check infrastructure for defects or structural failure of the tank	√	
	Check flows from main sewer lines to the tank to ensure no blockage with the flow		√
	To ensure grit sludge and other solids are removed and all flow lines are clear.		√
	Ensure the filtration gravel bed system meets the desired specifications/ standard	√	
	Check for any unusual, noticeable strong detergent odour.	√	

	<u>Sand Filter</u>		
	Check infrastructure for defects or structural failure of the tank	√	
	Check flows from main sewer lines to the tank to ensure no blockage with the flow		√
	To ensure grit sludge and other solids are removed and all flow lines are clear.	√	
	Ensure the media gravel bed system meets the desired specifications/ standard	√	
	<u>Pump Sump</u>		
	Check infrastructure for defects or structural failure of the sump	√	
	Check flows from main sewer lines to the tank to ensure no blockage with the flow		√
	Check all valves for complete operation	√	
	To ensure grit sludge and other solids are removed and all flow lines are clear.		√
	To check all electrical connections and ensure no broken lines.	√	
	Check water and float levels	√	
	Check and ensure sump pump are serviced and operational	√	
	<u>UV Disinfection Unit</u>		
	Inspect UV lamp to ensure proper disinfection, replace if needed.	√	
	Remove, service/clean and replace Teflon sheath and disinfection sub-assembly. And use appropriate chemicals and materials to perform same.	√	

	Service and ensure UV system is operational		
Item No.	Description of Services	Semi-Annually	Annually
	<u>Annual/ Bi- annual Inspection</u>		
	Implement annual inspection if necessary Obtain annually/ bi-annually certification according to statutory regulations	√	√
	Cleaning and sanitizing all tanks		√

Process Control Testing

The wastewater system is designed to produce high quality effluent. Performance of this system must be monitored by performing the following tests according to statutory regulation:

Influent	
Sample	Frequency
BOD ₅	Annually
CBOD	Annually
TSS	Annually
TKN	Annually

Effluent	
Sample	Frequency
CBOD	Quarterly
TSS	Quarterly
NH ₃ -N	Quarterly
NO ₂	Quarterly
NO ₃	Quarterly
pH	Quarterly

Mixed Liquor	
Sample	Frequency
MLSS	Quarterly
MLVSS	Quarterly

Stethometer	Weekly
Alkalinity	Quarterly
pH	Weekly
D.O	Weekly

If tests are not acceptable, the contractor is required to perform the necessary tasks to ensure that the wastewater system is operating as required and high-quality effluent is produced.

Reporting/Recording/Reporting

A written record of all inspection, test, maintenance and repairs must be submitted and at a minimum the report must include:

- The date of the report
- The names of person providing the services
- Identification of unsatisfactory conditions and corrective action taken
- Any testing of repairs recommended by the manufacturer.
- The vendor is required to document accurately all operational maintenance, repair and testing in a logbook

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 MAINTENANCE OF SEWER TREATMENT SYSTEMS: 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 MAINTENANCE OF SEWER TREATMENT SYSTEMS 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.

Schedule 3- Pricing Schedules

Lot 7- Sewer Treatment Plant maintenance

To assist TTPost with statutory requirements, service and maintain the Sewer Treatment and Infrastructure System in accordance with standards and specifications identified for NMC and Network :

Item	Description	Qty	Unit	Rate/Month	Total
1	To assist TTPost with statutory, service and maintain the Sewer Treatment and Infrastructure System in accordance with standards, specifications and statutory requirements	12	Month		
Sub Total					
Value Added Tax 12.5%					
Total					

To service and maintain septic tank in accordance with standards and specifications in accordance with WASA requirements as follows

Item	Location	QTY	Cost/Service per Year	VAT @12.5%	Total
1	Guaico	1			
2	Valencia	1			
3	Arima	1			
4	Maloney	1			
5	La Horquetta	1			
6	*Tacarigua	1			
7	Curepe	1			

8	San Juan Post Office	1			
9	Laventille	1			
10	Lower Santa Cruz	1			
11	Upper Santa Cruz	1			
12	Belmont	1			
13	Morvant	1			
14	Gonzales	1			
15	Maraval	1			
16	St Anns	1			
17	St James	1			
18	Diego Martin	1			
19	Carenage	1			
20	Cunupia	1			
21	Tabaquite	1			
22	Gasparillo	1			
23	Williamsville	1			
24	Claxton Bay	1			
25	New Grant /Prinestown	1			
26	Mayaro	1			
27	Debe	1			
28	Santa Flora	1			
29	La Romain	1			

30	South Oropuche /Fyzabad	1			
31	Point Fortin	1			
32	La Brea	1			



Acknowledgement

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

Dear Sir,

We, the undersigned, acknowledge receipt of your Request for Tender (RFT) No. RFT/FM005/2023 for Facilities Maintenance Service-Maintenance of Sewer Treatment Systems, 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): _____