



Ministry of Home Affairs
Hazard Management Cayman Islands



Invitation to tender for the
Emergency Power Systems Maintenance and Servicing at Communication Sites

Tender MHA/15-16/22

January 2016

1. Invitation to Tender

- 1.1. This Invitation to Tender is issued by Hazard Management Cayman Islands under the Ministry of Home Affairs of the Cayman Islands Government.
- 1.2. The Cayman Islands Government (CIG) intends to procure **Emergency Power Systems Maintenance and Servicing at Communication Sites** as specified in section **2 Scope**.
- 1.3. This Invitation to tender is issued in accordance with the Public Sector Finance Law and its Regulations. Interested vendors should familiarize themselves with these rules in order to ensure that submissions are compliant.
- 1.4. Tenders must be submitted with company information, Evidence of manufactures authorization to sell and support equipment tendered.

2. Scope

Services to Be Provided

2.1 The Service Provider agrees to provide the following preventative maintenance and service for the generator and to keep an accurate log of all service performed subject to this agreement.

Service logs must be made available for review by HMCI or their authorized representative and a copy shall be provided to HMCI quarterly.

2.2 Every Three Months

Subject to a maintenance schedule agreed with HMCI, the Service Provider agrees to provide the following:

- 2.2.1 Prior to starting the generator,
 - verify the operation of the battery charger
 - check the battery connections
 - examine the battery fluid levels and oil level
 - top the radiator fluids
 - visually inspect all belts and hoses
- 2.2.2 Attend the transfer of the Automatic Transfer Switch (ATS) from CUC power to generator supplied power and its retransfer back to CUC while performing the following tasks prior to, during and after the test.
- 2.2.3 Tighten all connections at the generator controller while cleaning and visual inspecting all printed circuit boards. Measure output voltages and adjust all meters to correspond. Adjust the control unit speed potentiometer until the engine is operating at the desired RPM and frequency.
- 2.2.4 Tighten all connections in the transfer switches while cleaning and visual inspecting all printed circuit boards. We will verify the operation of the battery charger, check the battery connections, examine the battery fluid levels, top the radiator fluids and visually inspect all belts and hoses.

2.3 Every Six Months:

Subject to a schedule agreed with HMCI, The Service Provider agrees to provide the following:

2.3.1 Exhaust System:

- With the generator set operating, inspect the entire exhaust system including the exhaust manifold, muffler and exhaust pipe.
- Check for leaks at all connections, welds, gaskets and joints, and make sure that the exhaust pipes are not heating surrounding areas excessively.
- Repair any leaks immediately.

2.3.2 Fuel System:

- With the generator set operating, inspect the fuel supply lines, return lines, filters and fittings for cracks or abrasions.
- Make sure the lines are not rubbing against anything that could cause an eventual breakage.
- Repair any leaks or alter line routing to eliminate wear immediately.
- Change the fuel filters. Inspect and replace the air filter as required.

2.3.3 Engine:

- Monitor fluid levels, oil pressure and coolant levels, operating temperature, and radiator for leaks.
- Check all connections on engine for signs of corrosion.

2.3.4 Lubrication:

- Lubricate all parts as required.
- Change the oil, oil filters.
- Verify all of the hoses, belts and for signs of wear.

2.3.5 DC Electrical System:

- Check the terminals on the starting batteries for clean and tight connections.
- Check the electrolyte levels.
- Consult service manuals for associated maintenance based on logged hours on generator.

2.4 Annual Battery Change

2.4.1 Annually on a date agreed with HMCI the Service Provider agrees to replace the battery with new battery.

Although batteries usually last more than one year, the level of confidence generated by changing it yearly greatly outweighs the possible failure of the generator set. The life of a battery depends on several factors; relative humidity, temperature and environment. The optimum operating environment for a battery is 77 degrees at 50% relative humidity.

2.5 UPS Service

Subject to a maintenance schedule agreed with HMCI, the Service Provider agrees to provide the following service of the UPS every 3 Months:

- 2.5.1 Inspect ups cabinet
- 2.5.2 Check all modes of operation
- 2.5.3 Simulate outage
- 2.5.4 Verify Charger operation and check batteries
- 2.5.5 Inspect fan, motor and boards

2.6 Other Maintenance

- 2.6.1 At every visit conduct a visual check of the fuel tank and check fuel level.
- 2.6.2 Provide schedule checks and service for generator when the generator is under continuous operation in accordance with the agreed fee schedule.

Maintain adequate part supply stores.

- 2.6.3 Provide a programmed Exercise of the generator at least once a month for a minimum of 30 minutes loaded to no less than one-third of the nameplate rating.
- 2.6.4 **Hazard Management Cayman Islands** may, at their discretion and from time to time, request additional related service on such terms and conditions as the parties shall from time to time agree and subject to separate pricing.

3. Instructions to Vendors

3.1. Receipt of Tender Documentation

1. Upon receipt of this Request for Proposal vendors will sign for receipt and acknowledge;
 - Receipt of the Tender Documents for Emergency Power Systems Maintenance and Servicing at Communication Sites;

3.2. Timetable

1. Three (3) Copies of the Tenders must be received by the Ministry of Home Affairs no later than **2:00 pm** on the **5th, February 2016** at address:

Hazard Management Cayman Islands
Re: Emergency Power Systems Maintenance and Servicing
Government Administration Building
133 Elgin Avenue, George Town
Grand Cayman KY1-9000, CAYMAN ISLANDS

or

Proposals maybe submitted by e-mail to MoHA@gov.ky

Late submissions will not be considered.

3.3. Questions, Queries & Clarifications

1. Any questions or queries relating to this Tender should be submitted by email to MoHA@gov.ky Responses will be provided by email to all persons registering an intention to submit a Tender and will be published with the issued documentation.

3.4. Qualifications

In order for their tenders to be given consideration Tenderers are required to provide evidential data to satisfy the following eligibility requirements of Tenderers:

- Significant relevant and demonstrated experience in the service and maintenance of generators
- Electrical Company licensed in accordance with the Electricity Laws and Regulations.
- Qualified personnel to service and maintain diesel engines.

Prospective tenderers are to address the above as part of the tender submission. Compliance is required for each requirement. Non-compliant tenders will not be considered.

3.5. Fee Proposal

Submit Fee Proposal for the following:

- Three Month Service
- Six Month Service
- Annual Service
- Three Month UPS Service

3.6. Rates for Variations

Provide fee schedule for additional services not included in section **2. Scope** and for service variances

Provide a list of proposed personnel and rates for variations to the Services. Include all key personnel.

Notes:

- Additional Services are to be provided only if requested in writing by HMCI.
- Rates are to remain fixed for the life of the contract.

3.7. Confidentiality

1. This document may contain information that is confidential and is provided for the sole purpose of soliciting submissions. Information provided may not be used in connection with any other matter.
2. In accordance with the obligations and duties placed upon by CIG by the Freedom of Information Law all information submitted may be disclosed in response to a request made for its release.
3. In respect of any information that the Vendor considers is commercially sensitive, the Vendor should
 - identify the information which they consider commercial sensitive
 - explain the implications of disclosure of such information
4. Any response on this matter should be submitted as an Appendix to the RFP.
5. Where the vendor identifies information as commercially sensitive CIG will endeavor to maintain confidentiality. CIG may be required to disclose such information in accordance with the Freedom of Information law, regardless of a commercially sensitive designation, and offers no guarantee in this regard.

3.8. Compliance

1. Submissions must be presented in a format consistent with Form of Tender.
2. Bidders are reminded of the need to submit complete tenders strictly in accordance with the tender documents, i.e. without qualification. All those documents which are required to be completed and/or signed must be completed in full and returned with your tender.

3.9. Non-Binding Document

1. No information contained in this Tender or in any communication made between CIG and the potential vendor in connection with this Tender shall be relied upon as constituting a contract, agreement, or representation that any contract shall be offered. CIG reserves the right to change without notice the basis of the competitive tendering process or to terminate it at any time. Under no circumstances shall CIG incur any liability in respect of this Tender or any supporting documentation.
2. The Cayman Islands Government does not bind itself to accept the lowest nor any tender. Late bids will not be accepted, CIG will not defray any cost incurred by bidders. The Cayman Islands Government shall not be bound to assign any reason for not accepting any tender and may accept a Tender in whole or in part.

3.10. Non Canvassing

1. Direct or non-direct canvassing of any Ministers, public sector employee or agent by any vendor, or any attempt to procure information from the same other than through the directed channel shall result in disqualification of the vendor from this procurement process.

3.11. Additional Information

1. CIG expressly reserves the right to require Vendors to provide additional information supplementing or clarifying any of the information provided in response to this Tender.

4. TENDER EVALUATION CRITERIA AND THEIR ORDER OF IMPORTANCE

Tenders will be evaluated based on the following criteria. The information herein should be submitted in order to properly score tender returns.

- **Fees for Service**
- **Qualifications and Experience**
- **Capability to Provide Require Services**
- **Warranty & Customer Service**

Evaluation Criteria

All tenders will be evaluated by the Departmental Tender Review Committee in accordance with the following criteria and weightings:

1) Price of System: (60%)

- *"Lowest price of qualifying options that meet or exceed the specifications evaluated for total cost discounted over five years. (10 points)*

Subsequent bids will be weighted based on relative total cost of ownership over five years to the lowest bid meeting the specifications"

3) Qualifications and Experience (15%)

- a. Exceptional = 10 Points

- b. Acceptable = 1 to 9 Points
- c. Unacceptable = Rejected

4) Ability and Capability to Perform Require Services (15%)

- a. Exceptional = 10 Points
- b. Acceptable = 1 to 9 Points
- c. Unacceptable = Rejected

5) Warranty & Customer Service (10%)

- a. Exceptional = 10 Points
- b. Acceptable = 1 to 9 Points
- c. Unacceptable = Rejected

These criteria have been drafted in order to comply with Regulation 36 of the Financial Regulations (2012 Revision), which requires that all government entities are subject to an overriding requirement to ensure value for money as well as the procurement policy of the Ministry of Home Affairs. In addition, the criteria also seek to ensure the prompt delivery of a quality service and as such, it should be noted, as provided for in Regulation 40 of the Financial Regulations (2012 Revision), that there is no obligation to accept the lowest bid.

Appendix 1

Radio Cayman

Address	71B Elgin Ave - George Town	Block/Parcel	14CJ/9
Generator		UPS	
Manufacturer			
Model			
Capacity			
Fuel			

Airport Radar Site

Address	399 Owen Roberts Dr.	Block/Parcel	20C/78
Generator		UPS	
Manufacturer	FG Wilson		
Model	P3505S		
Capacity	40KW		
Fuel	200 Gallons		

Northward

Address	48 Sheffield Dr - Bodden Town	Block/Parcel	37A/117
Generator		UPS	
Manufacturer	Caterpillar		
Model			
Capacity			
Fuel			

Address	48 Sheffield Dr - Bodden Town	Block/Parcel	37A/117
Generator		UPS	
Manufacturer	Caterpillar		
Model			
Capacity			
Fuel			

Cayman Brac

FG Generator # 1

Address	Bluff Road	Block/Parcel	104A/9
Generator		UPS	
Manufacturer	FG Wilson		
Model	P26E1S		
Capacity	30 KW		
Fuel	200 Gallons		

FG Generator # 2

Address	Bluff Road	Block/Parcel	104A/9
Generator		UPS	
Manufacturer	FG Wilson		

Model			
Capacity	40 KW		
Fuel	200 Gallons		

Mobile Generator

Address		Block/Parcel	
Generator			
Manufacturer	FG Wilson		
Model			
Capacity			
Fuel			