



SUPPLY CHAIN MANAGEMENT

PROJECT DESCRIPTION:	Appointment of A Service Provider for Maintenance Support Of HVAC Systems And Infrastructure For Umjantshi House; Gauteng Nerve Centre And Shosholoza Meyl For A Period Of 24 Months With An Option To Extend For A Further One (1) Year.
DATE:	04 JULY 2022
TRANSACTION:	SCOPE OF WORK
SUBJECT:	AS & WHEN AIR CONDITIONER (HVAC) MAINTENANCE SERVICES FOR A PERIOD OF 24 Months with An Option To Extend For A Further One (1) Year
DEPARTMENT:	PRASA CRES: CAMPUS FACILITIES MANAGEMENT

PROJECT BRIEF

The purpose of this Request for Quotation (RFQ) is to invite proposals for the provision of as and when Air-conditioner (HVAC) maintenance at PRASA CRES offices at the following addresses:

MAINTENANCE CONTRACT PERIOD

- 24 Months with **An Option to Extend for A Further One (1) Year**

REQUIREMENTS

1. **GRADING – 3ME or Higher**

ADDRESSES OF THE BUILDING WHERE SERVICES WILL BE RENDERED

Building Name	Address	Building M²
Umjantshi House	30 Wolmarans Street, Braamfontein. JHB	39 504 M ²
Shosholoza Meyl Junction	Cnr. Simmonds and Leyds, Braamfontein. JHB	16 857 M ²
Gauteng Nerve Centre	Cnr. Pretoria Road & R25, Esselen Park. Kempton Park	4 270M ²

As measure to warrant compliance and service delivery, PRASA CRES, FM recognize the need for regular and efficient maintenance of HVAC equipment. This exercise will see the organization saving on maintenance budgets and timely attending client's requests.

The contractor will be responsible for the overall management and maintenance and all other related matters to ensure all air-conditioning equipment within Campuses are functioning effectively to ensure a favorable working environment for our clients for the period (24 Months **with An Option to Extend for A Further One (1) Year**) at a maximum period of 36 months.

The contractor will adhere to the provisions contained in the OHS Act for all inspections and servicing of the equipment.

1. GENERAL SCOPE OF WORK

The service will include works in the scope but might not be limited to:

1.1) PREVENTIVE MAINTENANCE AND MINOR REPAIR OF AIR CONDITIONING UNITS:

- During the contract term Contractor shall furnish all parts, materials, PPE uniform, tools, equipment, manpower, and consumables to complete the work. Repair parts used by the Contractor will be new and unused. Contractor is responsible to provide new motors and compressors and execute repairs, unless the unit is beyond repairs. PRASA shall



bear no outside cost to this contract. PRASA shall have the right to have components examined by a qualified firm and/or person(s) before motor and/or compressors are declared beyond repair.

- II) Throughout the term of the contract, Contractor shall keep sufficient stock of replacement spare parts necessary to keep air conditioner units maintained and fully functional. PRASA shall not take under custody spare parts provided for the vendor to keep in stock for future needs. It's the vendor sole responsibility to have them available when needed, Inventory monthly reports shall be provided to PRASA throughout the duration period.
- III) Contractor is responsible for satisfactory operation of air-conditioners (HVAC) and will facilitate correct end user operation by providing written instructions of operation for each unit type. Lack of maintenance/repairs will cause no unit to remain inoperable or with degraded cool air output for more than a reasonable time period not to exceed ONE(1) day.
- IV) Required service level: Availability 24/7/365 during contract period, with a maximum 60-minutes incident response time.
- V) This contract covers all serviceable PRASA air conditioners as outlined in the attached inventory listing unless it is agreed that air con units (HVAC) are declared beyond economical repair. In this instance, the unit will be removed from the inventory and the contractor will have no responsibility as to its condition afterwards.
- VI) Upon PRASA's request, the bidder must provide inspection, and quality assurance services on other PRASA mechanical contractors' work performed for PRASA of systems that have impact to the performance equipment and services on this scope.

Preventative Maintenance Inspection includes the following:

1. Check air handler filters. Clean or replace as necessary.
2. Check for adequate refrigerant charge.
3. Check condenser and clean if necessary.
4. Lubricate condenser fan motor.
5. Check condenser fan blades for tightness.
6. Tighten electrical connections at equipment.
7. Check voltage at unit under load.
8. Check condensate drain for blockage. Clean as necessary.
9. Check blower belt for condition, tension, and alignment. Replace as necessary.
10. Lubricate all bearings where applicable.
11. Check blower for cleanliness.
12. Check all safety controls.
13. Inspect contactor points.
14. Check and clean thermostat.
15. Check lockout control.
16. Inspect evaporator coil cleanliness.
17. Inspect starting capacitor.
18. Inspect running capacitor.
19. Check for vibration and noise.
20. Inspect relays.
21. Check and record running and starting amperages on unit service card.
22. Check and record suction and discharge pressures on unit service card.



23. Make recommendations of any needed repairs to the system
24. Document all repairs and maintenance and provide to NAU a monthly report of all units serviced.
25. Unit will be kept always working.

2. SERVICE HOURS.

2.2.1 As and when required basis within the following time slots:

- Normal working hours: (08:00 to 17:00)
- Afterhours: (Weekdays 17:00 to 08:00 and Saturdays 00:00 to 23:59)
- Sunday and Public holidays: (Sundays 00:00 to 23:59)

3 MAINTENANCE CONSISTENCY

- 3.1 Maintenance should be carried out quarterly, Unless PRASA requests services. All maintenance **indicators** will be inspected and repaired.

4 MAINTENANCE CHECKS

- 4.1. Install gauges and check operating pressures.
- 4.2. Check voltage and amperage for all motors.
- 4.3. Check the air temperature drop across the evaporator.
- 4.4. Check the refrigerant level, charge if necessary, and identify any leaks.
- 4.5. Check evaporator superheat where applicable.
- 4.6. Lubricate all moving parts.
- 4.7. Check high- and low-pressure switch cut-out.
- 4.8. Check electrical lock-out circuits.
- 4.9. Inspect all wiring and connections.
- 4.10. Check and clean condensate drain.
- 4.11. Check and adjust drive belts where applicable.
- 4.12. Change filters including high performance pleated/electrostatic where applicable.
- 4.13. Check the operation of ultraviolet lights and replace if needed where applicable.
- 4.14. Inspect for air leaks in the HVAC unit and duct work.
- 4.15. Check dampers and adjust as needed.
- 4.16. Check the operation of the low ambient temperature control during the fall/winter season.
- 4.17. Check the crankcase heater during the fall/winter season.