



## **APPOINTMENT OF A SERVICE PROVIDER TO RENDER REPAIR AND MAINTENANCE SERVICES TO THE HVAC FOR THE MINING QUALIFICATIONS AUTHORITY HEAD OFFICE FOR A PERIOD OF 36 MONTHS- 7 ANERLEY ROAD PARKTOWN JOHANNESBURG.**

### **BACKGROUND**

The Mining Qualifications Authority wishes to appoint a skilled and experienced Heating, Ventilation and Air Conditioning (HVAC) Contractor to provide preventative and corrective maintenance services for a period of 36 months.

### **CURRENT HVAC SYSTEM IN THE BUILDING**

The MQA building is equipped with HVAC system which comprises of the following:

- MC Quay Midwall units;
- Roof Top package AC Units;
- Cassette units;
- Toilet Extract Systems;
- Kitchen Extract Systems;
- Console; and
- Under ceiling units.

The air-conditioning installation of the building consists of Rooftop air-cooled Packaged Units with various branded split type units. The Rooftop Packaged Units supply filtered air-conditioning air to internally insulated galvanized supply air ducting which feeds supply air diffusers located throughout the building.

Fresh air is supplied to the building via return duct mounted return air weather louvres located at the Rooftop Package Units. Temperature is controlled by wall-mounted temperature controllers located in the service cupboards and office spaces. The split type air-conditioning units are located throughout the building in offices, boardrooms, and server room. Condensers are located on the roof plant area with some units located in the basement parking area.

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The age of the Roof Top Package Units is +/- 15yrs old. The age of the split type units varies from between 11 and 12yrs old. The two Alliance under-ceiling units feeding the server room are +/- 5yrs old.

## **SCOPE OF WORK**

The successful service provider shall be required to provide the MQA with the following services for a period of 3 years.

- Emergency incident - 2 hours from notification seven (7) days a week.
- All other Incident - 4 hours from notification.
- Minor and Major Service.
- Apply suitable remedial interventions by using environmentally friendly mechanical and biological materials.
- Competently provide a safe and timely reactive solutions in line with industry best practice.
- Maintain a comprehensive air conditioning site management file in accordance with the OHS&A.

## **MAINTENANCE SERVICE SCHEDULES**

### Minor Services

The Service provider is required to ensure that on the months where the services are carried out that the activities are completed but not limited to the following are undertaken on the HVAC installation:

- Indoor unit filter is checked and cleaned;
- Check amount of refrigerant;
- Checking of the heating & cooling functions and the fan speed;
- The changing of modes is checked;
- Check temperature settings and timer functions;
- Checking of the unit castings, cover and the general condition;
- Inspect electric terminals, clean and tighten connections;
- Check capacitors for hazardous leaks;
- Test Compressors amperage;
- Leak test all coils and connections for leaks;

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- Check and inspect Vee Belts drives and adjust as required, where applicable;
- Check supply air diffusers and return air grillers as well as surrounding ceiling tiles;
- Clean all fresh air intake and return air filters and replace if necessary;
- Check and record space temperatures; and
- Provide a service report for approval.

**Annual Services (Major Services)**

- Clean and service condenser;
- Check electrical connections in the condenser;
- Inspect electric terminals, clean and tighten connections;
- Check expansion valve operation;
- Inspect and clean condensate drip trays and drain pipes;
- Check operation of compressors and record operating pressures and temperatures;
- Wire brush rust spots on condenser casings;
- Clean all fresh intake and return air filters and replace if required;
- Indoor unit filter is checked and cleaned;
- Check amount of refrigerant;
- Checking of the heating & cooling functions and the fan speed;
- The changing of modes is checked;
- Check temperature settings and timer functions;
- Checking of the unit castings, cover and the general condition;
- Check gas charge of the unit;
- Check remote control and replace batteries if required;
- Check running amps of the unit;
- Chemical clean and service of the condenser coil;
- Strip, pressure clean and service condenser;
- Check electrical connections in the condenser;
- Remove and clean indoor unit panels;
- Chemically clean condenser drain;
- Inspect electrical terminals, clean and tighten connections;
- Inspect and clean contactor points;
- Inspect, Clean, Spray controls and switches;
- Lubricate Motor and Blower Bearings;

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- Provide a service report;

### Day to day – As and when required

- Supply and Install/replace units/controllers/ spares and parts;
- Provide a 24 hour call out service;
- The Service Provider will perform one (1) major services on units, once a year. and three (3) minor services per annum;
- During these services there will be interruption on operation of units;
- The Service Provider will keep the shutdown of the units to a maximum of two hours;
- The Service Provider will communicate the shutdown period to an MQA representative;
- During the contract period, the Service Provider might need to replace filters, and will communicate to an MQA representative;
- The Service Provider will quote the MQA before commencing with replacement of any filter or any spares;
- All quotes must be accepted by the MQA in writing before commencement with the services quoted for;

### Call Outs for Maintenance

- The Service Provider will respond to call outs as per MQA's request;
- All callouts reported after 12:00 hours will be attended the following day unless they are of critical nature;

### Reactive Maintenance

Reactive maintenance must be performed in accordance with the maintenance schedule for specified equipment.

- Service Provider Normal Working Time & Response Time;
- Normal Service Time;
- Working Days & Time;
- Monday to Friday 7:30- 16:30;
- Guaranteed Response Times;
- Critical: 24HRS, 7 days a week (within 2 hours of receipt of call);
- Failures that seriously affect occupation of the MQA's operation effectives;
- Failures that constitute a danger to personnel or equipment or health hazard;
- Less Critical: 7HOO to 18HOO, Monday to Friday (Within 4hrs of receipt of call);
- Non Critical: 7HOO to 18HOO, Monday to Friday (Within 12hrs of receipt of call);

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- Service call out logbooks shall be maintained and call out times shall be recorded complete with the fault condition and steps taken to remedy the problem. The logbook shall be kept on site at the facilities office.

### **PRICING**

Kindly refer to annexure A and B for pricing proposal layout. The appointment of the successful bidder will be based on the total bid price as per annexure A. Please ensure that you indicate the annual price increase for the 3-year period. The MQA will be invoiced on times and material basis (items used).

**Please note: All rates must be inclusive of providing site management/supervision, tools, travel, material and labour as well as Health and Safety requirements. All replacement parts shall be reported before purchase and replacement after management approval as they are not part of maintenance schedule.**

### **MANDATORY REQUIREMENTS**

- Provide a certified copy (not older than 3 months) of accreditation and/or registration of the company with the South African Institution of Mechanical Engineering (SAIMEchE) and or any other recognised institute or senior body representing the discipline of HVAC.
- The prospective service provider must be registered with CIDB and should have a minimum CIDB contractor grading of 2ME or higher.
- Provide a minimum of two (2) reference letters from previous clients for related work. For the reference letter to comply it must be on the client's letterhead, signed, work done within 3 (three) years prior to closing date of this request, and explaining or narrating the services provided: HVAC repairs and/maintenance.

NB: The MQA reserves the right to contact the provided reference clients via their provided contact details and should such reference clients not confirm the work and services as in the reference letter, the MQA shall consider such provided letter to not be compliant.