



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Single Framework Agreement

For

**The Provision of Planned Preventative Maintenance Services for
Smoke Ventilation & Control Equipment to Trinity College Dublin**

Scope of Service:

**Initial Contract for the Planned Preventative Maintenance (PPM) of
Smoke Ventilation & Control Equipment within the University for
an initial term of 12 months**

TRINITY COLLEGE DUBLIN

Ref: TCD-25-C2097

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Part 1: Initial Contract: Planned Preventative Maintenance

1.1 The Contracting Authority

Trinity College Dublin, the University of Dublin (“Trinity”) is Ireland’s leading university. Further information on Trinity can be found on the website – www.tcd.ie

Trinity has a wholly owned subsidiary, Ghala DAC, which is involved in the development of Trinity’s capital works programme. Trinity reserves the right that any Contract awarded may subsequently be novated to an entity wholly or partly owned by Trinity or by Ghala DAC.

1.2 About Trinity College Dublin

Our main campus is located in the heart of Dublin City centre and is home to historic buildings dating from the University’s establishment as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities and Social Sciences; Health Sciences and Science, Technology, Engineering & Mathematics. The pursuit of excellence through research and scholarship is at the heart of Trinity education and our researchers have an outstanding publication record and a strong record of grant success.

The University has 167 buildings owned or rented on 13 sites across Dublin with a total area of c. 323,000m². There are 108 acres of land in freehold ownership (c. 50 acres of which is in the city centre). The estate has a rich variety of building typologies with 25% of buildings being more than 200 years’ old and 68% of buildings more than 100 years’ old.

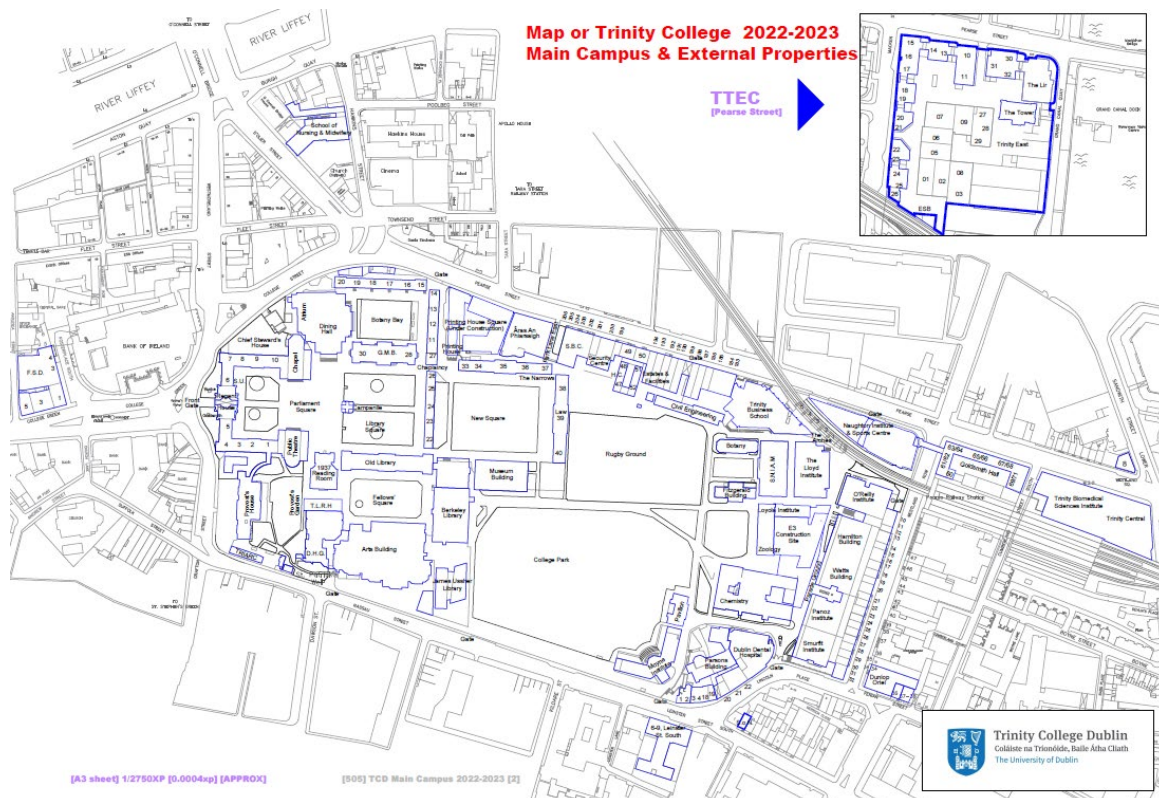


Figure 1: Main Campus

Satellite Sites:

In addition to the main campus and the sites adjacent to the main campus, the university has a number of satellite sites. These are located at;

- St. James' Hospital;
- Dartry Trinity Hall Residences;
- Tallaght Hospital;
- Santry Sports Complex and Book Repository;
- Iveagh Sports Ground;
- Trinity East (Grand Canal), and
- Trinity Boathouse



Figure 2: Satellite Sites

The buildings range from newly constructed to protected structures that are 400 years old. The buildings and property are key assets in the operation of the university and therefore there is an ongoing requirement for Planned Preventative Maintenance (PPM) of the Fire Alarm Systems. Details in relation to these requirements are outlined below.

1.3 Contract Duration

The top ranked tenderer will be awarded an initial service contract for the Planned Preventative Maintenance (PPM) of Smoke Ventilation & Control Equipment within the university for an initial term of 12 months. The Contracting Authority reserves the right to extend the contract term for a 12-month period, with a maximum of three (3) such extensions up to a maximum of 4 yrs.

1.4 Approved Certification

It is a requirement that the service providers and resources allocated to the contract are approved certified engineers. The resources allocated to the contract must be extensively experienced in all systems as listed in the asset schedule. Tenderers must provide evidence of their approved certification.

1.5 Scope of Service

The University is inviting tenders from suitable qualified specialists for the planned preventative maintenance and reactive breakdown service of the estates Smoke Ventilation & Control Equipment. Details of scope of works and inclusive costs as follows:

- The planned preventative maintenance schedule shall consist of two (2) maintenance visits a year to service all equipment as per schedule in Appendix A.
- All maintenance to be carried out as per OEM instructions and in compliance with BS7346-8 and I.S EN 12101-2: 2017
- Servicing to include testing fire alarm signal from fire alarm panel to operate systems. Contractor to include this cost in their tender submission.
- Where a tenderer may not have full expertise of a system, they are to include in their costs the procurement of that specialist to carry out the maintenance on their behalf.
- Where necessary prior to carrying out works on site, the appointed contractor will have provided documentary work specific risk assessment and method statement signed by those carrying out the work.
- Contractor may be requested to advise on upgrades / replacements of systems etc.
- Contractor shall appoint a dedicated contracts manager for the contract.
- Scheduling of PPM works to be approved by TCD in advance.
- Contractor to create a report for each system.

AOV's + Actuated Window Drives

In addition to any specific manufacturer's instructions.

- Inspect AOV for any sign of damage, rust or any other issues, both inside & out.
- Contractor to ensure AOV's are clear of any debris (leaves etc) and clean as necessary.
- Ensure seals are intact and there are no leaks.
- Examine all hardware components and ensure in good operational condition.

- Carry out operational test by operating fire alarm signal and confirm sequence of operation.
- Check integrity of backup batteries.
- Check condition / operation of reset switches.

Smoke Curtains

In addition to any specific manufacturer's instructions.

- Inspect smoke curtains for any signs of physical damage and ensure runners/ guides are clear
- Carry out control panel test of smoke curtains by operating fire system signal.
- Ensure curtains retract on reset of system.
- Test integrity of backup batteries.
- Check condition / operation of reset switch.

MSFD Systems

In addition to any specific manufacturer's instructions.

- Carry out a visual inspection to check for any damage.
- Check actuator drive and damper blades are in correct position are in good condition.
- Carry function test via fire alarm signal and verify damper closes fully & seals.
- Check damper position on reset to ensure it opens fully.
- Check integrity of backup batteries.
- Where applicable check essential services supplies and report any issues.

Safeguard Smoke Extract Systems

- Contractor to engage specialist to ensure OEM servicing of this equipment.
- Maintenance sheet reference Safeguard Systems MRF SG – 301024.

Information management

- Contractor to provide a client cloud portal access service. This is to enable client to access maintenance records / reactive maintenance status level.
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Part 2: General Notes

2.1 General Notes

- A Liaison Officer will be appointed by the Estates & Facilities Office for the duration of the maintenance contract. The Liaison Officer will be Trinity's Technical Services Manager,
- The maintenance contract applies to the Main Campus and other satellite campus buildings,
- The adjoining houses and buildings may be occupied during the works; the College will be fully functional during the works, with teaching, tourists, conferences, and other activities taking place,
- The use of transistor radios / CD Players / Audio Equipment during the works is prohibited,
- The Contractor may be required to work in co-ordination with other college contractors and building office staff that may be on site carrying out repairs. The Contractor is to ensure that allowance is made for this in any of the costs submitted,
- Any item may be omitted from the tender / works at the request of the Liaison Officer,
- A minimum of a weekly site meeting will be required for the duration of the maintenance contract. In addition, quarterly reviews of performance will be conducted,
- Isolation of water or power can only be done with agreement of the Liaison Officer. If water and power is shut off, the Contractor must make sure it does not affect the operations of the adjoining buildings. A risk assessment and survey of the works must be carried out by the Contractor and submitted to the Liaison Officer for approval.

2.2 Compound Area, Parking & Site Deliveries

- Parking in designated parking spaces is not permitted.
- The University does not provide specified car parking facilities for any Contractor's staff, they are not permitted to park on the campus. Parking is facilitated for work vehicles only and details must be logged so access can be permitted.
- The University has an independent Car Parking Management Company that manages parking on the campus. If the Contractor's personnel park on site without a parking permit, they will be clamped.
- Site deliveries will have to be arranged with the Estates Office Liaison Officer.

2.3 Working Hours

- Working hours are between the hours of 07:30 and 17:00 Monday to Thursday and 07.30am and 16:00 on a Friday. The exception is student residences where no work can commence before 10am
- Any out of hours work must be agreed with the Liaison Officer and a minimum of 24 hours' notice must be given to arrange such working hours.

2.4 Emergency Contact

- The Contractor must provide a 24-hour emergency contact details to the Liaison Officer.

2.5 Health & Safety

- Defined by The Safety, Health, and Welfare at Work (Construction) Regulations, 2013 including the following: construction, alteration, fitting out, commissioning, renovation, repair, upkeep, redecoration, maintenance, de-commissioning, demolition, electrical, mechanical and lift servicing and installation and cleaning.
- The contractor should take account of all current Safety, Health & Welfare Regulations and any relevant regulations that may come in operation before or during the contract period.
- Safety, Health and Welfare at Work (General Application) Regulations 2007 S.I. No 299 of 2007,
- Latest updates to be reviewed when applicable on www.hsa.ie
- The College operates a permit to work system for the hot works, isolation of water, gas, fire alarm etc. A minimum of 24-hours' notice must be given to the Liaison Officer to obtain the permits from the College Safety Officer.
- A minimum of 10 days before commencement, all material safety data sheets and first aid measures for any hazardous chemical / substance that is going to be used must be issued by hard copy and electronically to the Liaison Officer. Appropriate signs must be placed to alert the public that construction work is underway. No emergency exit / route should be blocked or closed off.
- All works to be carried out using a safe system of work; that is in compliance with current Health & Safety regulations. All access is strictly the responsibility of the appointed Contractor.
- It is the responsibility of the Contractor to:
 - Remove all waste and rubble off site,
 - The Contractor is not permitted to dispose of waste in any college waste facility area. If the college must dispose of any waste belonging to the Contractor, the cost of such disposal will be deducted from the Contractors agreed tender sum,
 - Ensure the maintenance and upkeep of any scaffolding, ladders, hoists, etc., hired into to complete the works,
 - Repair any damage to property, fabric, land, etc. that has become damaged by the Contractor or employees while under his/her control,
 - Secure the site and keep out unauthorised personal, and
 - Submit a proposal for closing off areas and schedule of works to the Estates & Facilities Office prior to commencement of works.

2.6 Cleaning

- Where applicable the Contractor should include in the costs of the tender for a thorough clean of the work area. As wash down of all surfaces, vacuuming, dusting, and associated cleaning works.

2.7 Other Activity

- The Contractor should be aware that TCD staff may be carrying out general maintenance work in these areas during the course of the works.

Appendix 1: Main Campus & External Properties



TTEC
[Pearse Street]



Appendix 2: Property Asset List

Explanatory note when reading college property asset list

This refers to all of the Universities' property portfolio. Currently there are 14 districts as detailed in the campus table:

Campus

- Districts 1 - 4 make up the main College campus.
- Districts 5 -14 are external properties to the main college campus as listed in the campus table

Wings

Wings are where groups of buildings are physically joined together to form districts. For example, wing codes reference 001-001 to 001-017 are all the buildings in Front Square as listed in the wing table.

Buildings

This refers to the individual building names which are listed on the site map for reference. **There are six building highlighted in yellow and these are not included in the contract**

CAMPUS TABLE

Main Campus Site Codes	Site Name
01	West Area District
02	Pearse Street District
03	Central Campus District
04	East Area District
05	Grand Canal Quay District
06	Saint James Hospital District
07	Tallaght District
08	Dartry District
09	Santry District
10	Islandbridge District
11	Crumlin District
12	IFSC District
13	The Rosse Observatory
14	Non-College Properties

WING TABLE

Property Code	Wing Code	Property Name	KX Wing ID	CMIS Wing 'Site' ID	Premises Area
001	001-001	East Theatre	College - On Campus		01
001	001-002	Public Theatre	General College	EX HALL	01
001	001-003	West Theatre	College - On Campus	WEST TH	01
001	001-004	House 1	College - On Campus		01
001	001-005	House 2	College - On Campus		01
001	001-006	House 3	College - On Campus		01
001	001-007	House 4	College - On Campus		01
001	001-008	House 5	College - On Campus	H5	01
001	001-009	Regent House	General College	RH	01
001	001-010	House 6	College - On Campus	H6	01
001	001-011	House 7	College - On Campus		01
001	001-012	House 8	College - On Campus		01
001	001-013	House 9	College - On Campus		01
001	001-014	House 10	College - On Campus	ACCOM	01
001	001-015	West Chapel			01
001	001-016	The Chapel		CHAPEL	01
001	001-017	East Chapel			01
008	008-002	G.M.B.	General College	GMB	02
008	008-001	House 28	College - On Campus		02
008	008-003	House 30	College - On Campus		02
009	009-006	House 15	College - On Campus		02
009	009-005	House 16	College - On Campus		02
009	009-004	House 17	College - On Campus		02
009	009-003	House 18	College - On Campus		02
009	009-002	House 19	College - On Campus		02
009	009-001	House 20	College - On Campus		02
010	010-004	House 11	College - On Campus		02
010	010-003	House 12	College - On Campus		02
010	010-002	House 13	College - On Campus		02
010	010-001	House 14	College - On Campus		02
010	010-005	House 27	College - On Campus	H27	02
011	011-005	House 22	College - On Campus		02
011	011-004	House 23	College - On Campus		02
011	011-003	House 24	College - On Campus		02
011	011-002	House 25	College - On Campus		02
011	011-001	House 26	College - On Campus		02
013	013-001	House 33	College - On Campus		03
013	013-002	House 34	College - On Campus		03
013	013-003	House 35	College - On Campus		03
013	013-004	House 36	College - On Campus		03
013	013-005	House 37	College - On Campus		03
014	014-001	House 38	College - On Campus		03
014	014-002	House 39	College - On Campus	H39	03
014	014-003	House 40	College - On Campus		03
026	026-001	1 College Green		COLL.GRN	01
026	026-002	3 College Green		COLL.GRN	01
026	026-003	5 College Green		COLL.GRN	01
027	027-001	Engineering Workshop		ENGW	03
027	027-002	Simon Perry Building		SIMPERRY	03
033	033-001	House 47	College - On Campus		03
033	033-002	House 48	College - On Campus		03
033	033-003	House 49	College - On Campus		03
033	033-004	House 50	College - On Campus		03
033	033-005	House 51	College - On Campus		03
033	033-006	House 52	College - On Campus		03
033	033-007	Day Nursery			03
033	033-008	Student Health			03
034	034-001	189 Pearse Street			03
034	034-002	190 Pearse Street			03
034	034-003	191 Pearse Street		P190	03
034	034-004	192 Pearse Street		P192	03
034	034-005	193 Pearse Street			03
034	034-006	194 Pearse Street			03
035	035-001	Railway Arch No: 1			03
035	035-002	Railway Arch No: 2			03
035	035-003	Railway Arch No: 3			03
035	035-004	Railway Arch No: 4		125	03
035	035-005	Railway Arch No: 5			03
036	036-001	Naughton Institute (CRANN)			03
036	036-002	Sports Building		SC	03
037	037-001	Goldsmith Hall	General College	GOLDSMITH	05
037	037-002	House 60	Goldsmith		05
037	037-003	House 61/62	Goldsmith		05

037	037-004	House 63/64	Goldsmith		05
037	037-005	House 65/66	Goldsmith		05
037	037-006	House 67/68	Goldsmith		05
037	037-007	House 69/70	Goldsmith		05
037	037-008	House 71	Goldsmith		05
038	038-001	TBSI		BIOSCIENCE	05
038	038-002	Trinity Central			05
045	045-001	East Range Physic's Square - Loyola Institute		ISE-LI	04
045	045-002	East Range Physic's Square - Zoology Building		ZOOL	04
046	046-001	South Range Physic's Square - Anatomy Building		ANAT	04
046	046-002	South Range Physic's Square - Chemistry Building		CHEM	04
048	048-001	East End 2/3 - Hamilton	Hamilton Conference Centre	HAM	04
048	048-002	East End 2/3 - Watts		BIOTECH	04
052	052-001	12 Westland Row		WR12	04
052	052-002	13 Westland Row			04
052	052-003	14 Westland Row			04
052	052-004	15 Westland Row			04
052	052-005	16 Westland Row			04
052	052-006	17 Westland Row		WR18	04
052	052-007	18 Westland Row		WR18	04
052	052-008	19 Westland Row		WR19	04
052	052-009	20 Westland Row		WR20	04
052	052-010	21 Westland Row		WR18	04
052	052-011	22 Westland Row			04
052	052-012	23 Westland Row		WR23	04
052	052-013	24 Westland Row			04
052	052-014	25-27 Westland Row		WR27	04
052	052-015	28 Westland Row			04
052	052-016	29 Westland Row		WR29	04
052	052-017	30/31/32 Westland Row		WR30-32	04
066	066-001	TTEC - Unit 30			05
066	066-002	TTEC - Unit 31			05
066	066-003	TTEC - Unit 32			05
066	066-004	TTEC - Unit 33			05
066	066-005	TTEC - Unit 34			05
066	066-006	TTEC - Unit 10			05
066	066-007	TTEC - Unit 11			05
066	066-008	TTEC - Unit 12			05
066	066-009	TTEC - Unit 13			05
066	066-010	TTEC - Unit 14			05
066	066-011	TTEC - Unit 15			05
066	066-012	TTEC - Unit 16			05
066	066-013	TTEC - Unit 17			05
066	066-014	TTEC - Unit 18			05
066	066-015	TTEC - Unit 19			05
066	066-016	TTEC - Unit 20			05
066	066-017	TTEC - Unit 21			05
066	066-018	TTEC - Unit 22			05
066	066-019	TTEC - Unit 23			05
066	066-020	TTEC - Unit 24			05
066	066-021	TTEC - Unit 25			05
066	066-022	TTEC - Unit 26			05
066	066-023	TTEC - Sub Station			05
066	066-024	TTEC - Unit 38			05
066	066-025	TTEC - Unit 01			05
066	066-026	TTEC - Unit 02			05
066	066-027	TTEC - Unit 03			05
066	066-028	TTEC - Unit 04A			05
066	066-029	TTEC - Unit 04B			05
066	066-030	TTEC - Unit 05			05
066	066-031	TTEC - Unit 06			05
066	066-032	TTEC - Unit 07			05
066	066-033	TTEC - Unit 08			05
066	066-034	TTEC - Unit 09			05
066	066-035	TTEC - Unit 27			05
066	066-036	TTEC - Unit 28			05
066	066-037	TTEC - Unit 29			05
069	069-001	Trinity Centre, SJH Phase 1		TCJ1	01
069	069-002	Trinity Centre, SJH Phase 2&3		TCJ3	01
073	073-001	Cunningham House 1	Trinity Hall - Apartments		01
073	073-002	Cunningham House 2	Trinity Hall - Apartments		01

073	073-003	Cunningham House 3	Trinity Hall - Apartments		01
073	073-004	Cunningham House Maisonette	Trinity Hall - Apartments		01
076	076-001	Link Block - House 80	Trinity Hall - Apartments		01
076	076-002	House 81	Trinity Hall - Apartments		01
076	076-003	House 82	Trinity Hall - Apartments		01
077	077-001	North West Block - House 83	Trinity Hall - Apartments		01
077	077-002	House 84	Trinity Hall - Apartments		01
077	077-003	House 85	Trinity Hall - Apartments		01
077	077-004	House 86	Trinity Hall - Apartments		01
078	078-001	South West Block - House 87	Trinity Hall - Apartments		01
078	078-002	House 88	Trinity Hall - Apartments		01
078	078-003	House 89	Trinity Hall - Apartments		01
078	078-004	House 90	Trinity Hall - Apartments		01
078	078-005	House 91	Trinity Hall - Apartments		01
091	091-001	PHS			03
094	094-001	Trinity Business School			03

BUILDING TABLE

Property Code	Property Name	Site Code	AOV's or Extract System Installed (Y/N)
001	Front Square Complex	01	N
002	Secretary's Office Annex	01	N
003	Provost's House	01	N
004	TRIARC (Provost's Stable)	01	N
005	Laundrette	01	N
006	Central Boiler House	01	N
007	Catering Complex	01	N
008	North Range Library Square	01	N
009	North Range Botany Bay	01	N
010	East Range Botany Bay	01	N
011	Rubrics	01	N
012	Printing House	01	N
013	North Range New Square	01	N
014	East Range New Square	01	N
015	Museum Building	01	Y
016	Berkley Library	01	Y
017	Old Library	01	Y
018	1937 Reading Room	01	N
019	Arts Building	01	Y
020	Campanile	01	N
021	Chief Steward's House	01	N
022	Ussher Library	01	Y
023	Trinity Long Room Hub	01	Y
024	D'Olier Street - School of Nursing	01	Y
025	3/4 Foster Place	01	N
026	1/5 College Green	01	Y
027	Civil Engineering Buildings	02	Y
028	Aras An Phiarsigh	02	Y
029	206 Pearse Street	02	N
030	Samuel Beckett Theatre	02	Y
031	199 Pearse Street	02	N
032	200/201 Pearse Street	02	N
033	195/198 Pearse Street & Residence	02	N
034	189/194 Pearse Street	02	N
035	Railway Arches	02	N
036	North East Corner	02	Y
037	GSH	02	Y
038	TBSI 152-156 Pearse Street	02	Y
039	8 Westland Square	02	N
040	Pavilion	03	N
041	Botany School	04	Y
042	SNAMS	04	Y
043	Lloyd	04	Y
044	Fitzgerald / Physics Building	04	Y
045	East Range Physic Square	04	N
046	South Range Physic Square	04	N
047	O'Reilly Institute	04	Y
048	East End 2/3	04	Y
049	East End 4/5	04	Y
050	Parsons Building	04	Y
051	Moyne Institute	04	Y
052	Westland Row	04	N
053	Lincoln Place Gate Lodge	04	N
054	Lincoln House	04	N
055	18/19 Lincoln Place	04	N
056	29/30/31 Lincoln Place	04	N
057	No:2 Clare Street	04	N
058	1/2 Sth. Leinster Street	04	N
059	3/4 Sth. Leinster Street	04	N
060	6 Sth. Leinster Street	04	N
061	7/9 Sth. Leinster Street	04	N
062	Dunlop / Oriel House	04	Y
063	36 Fenian Street	04	N
064	37 Fenian Street	04	N
065	TTEC - Tower	05	N
066	TTEC - Non Tower	05	N
067	Old Stone Building, SJH	06	N
068	Sir Patrick Dun Laboratory	06	Y
069	Trinity Centre, SJH	06	Y
070	Clinical Research Facility, SJH	06	N
071	Trinity Centre, Tallaght	07	N

072	Russell Building, Tallaght	07	N
073	Cunningham House	08	N
074	Trinity Hall - Oldham House	08	N
075	Trinity Hall - Sports Hall	08	N
076	Trinity Hall - Link Block	08	Y
077	Trinity Hall - North West Block	08	Y
078	Trinity Hall - South West Block	08	Y
079	Botany Greenhouses	08	N
080	Botany Huts	08	Y
081	Purser House	08	N
082	Greenane House	08	N
083	Wisteria Lodge	08	N
084	Santry Book Repository	09	Y
085	Santry Pavilion	09	N
086	Santry Lodge	09	N
087	Trinity Boat Club, Islandbridge	10	N
088	Iveagh Grounds	11	N
089	IFS Stack B	12	Y
090	The Rosse Observatory - Birr Castle	13	N
091	Printing House Square	02	Y
094	180-189 Pearse Street	02	N
802	Dublin Dental Hospital - Lincoln Place	14	N
803	Kavanagh Court - Accommodation	14	N
804	Binary Hub - Accommodation	14	N

NOTE: Yellow highlighted rows are not included in the scope of the contract.