

Date; 27th of Jul 2026

Re: TENDER FOR MAINTENANCE OF CYLON CONTROLS AND BMS SYSTEMS

Dear Sir

You are invited to tender for the operation and maintenance of the controls and BMS system within Connolly Hospital. The BMS systems that are employed in Connolly Hospital are Siemens and Cylon and this contract is for the Cylon controls. The contractor will be supervised by the by the Daniel Barry, the Controls Manager each Wednesdays. The following is a brief scope of works of the contract and it should be read in conjunction with the Maintenance specification dated 27th of Jul 2026.

The contract will be required but not limited to, providing a specialist controls Technician to service Cylon MCC's, AHU's, re-heats and HVAC systems, one a month to perform the scope of works and duties listed in the contract.

The chosen day will be Wednesday and the attendance times are from 08:30 am to 05:00 pm. Some work will be required to be performed after normal working hours and where this occurs it will be exchanged for normal hours on an hour for an hour basis without any additional cost to the contract. Example operating theatre.

The specialist technician provided under the contract will be approved by the Controls Manager of Connolly hospital in advance based on a written submission from the contractor. Any change of personnel will be required to be approved in the same way. The Technician will be required to clock in and out every day and be supplied with a mobile phone by his employer. Failure to achieve the times of work on site will result in reduced cost to the hospital on a pro rata basis.

In conjunction with the maintenance of the controls and BMS systems the contractor is required to perform the following:

1. To ensure that the Master BMS PC in the Estates Department is fully functioning, kept up to date with all strategies that may be implemented locally and to ensure that full access to the Cylon / Siemens BMS system is achieved at all times from this PC.
2. To develop an Energy Conservation Strategy for the Hospital through its controls systems. This strategy will be submitted in report format to the Controls Manager as per an approved design, within 1 month of the commencement of the contract. The report will be prioritised and show costs in terms of expenditure and payback.

3. To compile a report on recommended improvement of the existing controls systems that will enhance its present operation in terms of improved performance of the mechanical and electrical systems. The report will detail the relevant actions required and the logic supporting them. Each item should be prioritised and show costs. The exact design of the report will be approved in advance by the Controls Manager. This report is to be submitted in its final format within three months of commencement of the contract.
4. To set up remote access to the BMS for Estates personnel so that can access the BMS through their home computer or through a laptop.
5. To maintain the Hospital controls system asset register for all control system components. This will form the basis of the service report format whereby all items must be individually identifiable in the report. The completed asset register is to be submitted to the Estates Manager within the first two months of commencement of the contract. All devices are to be labelled.

The contract cost is to include off-site assistance via modem link by the contractor to resolve emergency BMS problems together with telephone support to Estates personnel, for the times that the on-site technician is not present. Costs of call-outs are excluded from the contract but an hourly rate for this work should be submitted as part of the Tender cost schedule. Parts are also from the contract cost, the contractor should state the mark up percentage to be added to the manufactures price in the Tender document.

A standard document giving terms of conditions for contractors and the “Maintenance Tender Specification” is attached. Tenders are required to be returned to the Controls Manager no later than Monday the 12th of Aug 2026.

Yours sincerely

Daniel Barry
Controls Manager
Estates Department
Connolly Hospital
016465076