

An Coimisiún Pleanála

FM Contract 2027

An Coimisiún Pleanála

Job No: 1050507

Doc ref: /2026

Revision: B

Revision date: 18 August 2026

Project title	An Coimisiún Pleanála	Job number
Report title	FM Contract 2027	1050507
Classification	Client Confidential	

Document revision history

Revision ref	Issue date	Purpose of issue / description of revision
-	14 May 2026	Issued to An Coimisiún Pleanála for review
A	05 August 2026	Issued to An Coimisiún Pleanála for review
B	17 August 2026	Issued to An Coimisiún Pleanála for review

Document validation (latest issue)

18/08/2026

X Dominic Fay
Principal author

Signed by: Dominic Fay

X
Checked by

X
Verified by

Contents

1.0 Contract Conditions and General Information	6	2.5 Section 4 - Insurances	12
1.1 Introduction	6	2.6 Section 5 - Financial Statements and Evidence of Turnover	12
1.2 Definitions	6	2.7 Section 6 - Proposed Contracts Management Team	13
1.3 General Information Regarding Tender Submission	7	2.8 Section 7 - Organization Structure	13
1.4 European Single Procurement Document (ESPD)	8	2.9 Section 8 - Methodology for Delivery of the Services	14
1.5 Confidentiality / Freedom of Information Act	8	2.10 Section 9 - Portfolio of Previous Experience	14
1.6 General Data Protection Regulations:	8	2.11 Section 10 - Quality Assurance System	14
1.7 Pre-tender Site Inspection:	8	2.12 Section 11 - Health & Safety Policy	15
1.8 Transitional Arrangements	9	2.13 Section 12 - Proof of Registration as Electricity and Gas Installer	15
1.9 National Legislation	9	2.14 Section 13 - Transport Fleet, Tool, Test Equipment	15
1.10 Conflicts of Interest	9	2.15 Section 14 - Business Continuity Plan	15
1.11 Tax Clearance Certificates	9	2.16 Section 15 - Pricing Schedule / Summary of Tender	15
1.12 Fixed Lump Sum Tender Price	9	2.17 Evaluation process	16
1.13 Termination of Contract	10	2.18 Completion of the Pricing Schedule	16
1.14 Breach of Contract etc.	10	2.19 Tender Clarifications and Presentation	17
1.15 Contract Award Notice	10	2.20 Awarding of Score for Cost	17
1.16 Disclosure of Results of Competition	10	3.0 Contract General Requirements	18
1.17 Post Tender Clarifications	10	3.1 Primary Requirements	18
1.18 Interpretation of the Request for Tender	11	3.2 Help Desk	18
1.19 Tender Validity Period	11	3.3 CIBSE GVM	18
1.20 Satisfactory Supplies	11	3.4 Drawing	18
1.21 Damage	11	3.5 Contracts Manager	18
1.22 Force Majeure	11	3.6 Hourly Rates for Maintenance Staff	19
1.23 Payment Terms	11	3.7 Invoices	19
2.0 Tender Format and Evaluation	12	3.8 Holiday and Sickness Cover	20
2.1 Format of Tender Submission	12	3.9 Business Support	20
2.2 Section - 1 – Covering Letter and Company Details	12	3.10 Administrative Tasks	20
2.3 Section - 2 - European Single Procurement Document	12	3.11 Contract Meetings	20
2.4 Section 3 - Tax Clearance Certificate C2	12	3.12 Reports	21

3.13	Site Familiarisation	21	5.12	O&M Manuals	32
3.14	Life Cycle Assessment	21	5.13	Hours Run	32
3.15	Provision of Record Drawings	21	5.14	Material Equipment and Spares	32
3.16	Competence of Contractor or Subcontractor	22	6.0	Heating Ventilation and Air Conditioning	33
3.17	Contract Communications	22	6.1	Introduction	33
3.18	Training	22	6.2	Air Handling Units - PPM	33
3.19	Pre-Operations Period	23	6.3	Filters - PPM	34
3.20	Energy Monitoring	23	6.4	Fans and Motors - PPM	34
3.21	Transport & Parking Facilities	23	6.5	Replacement AHU Fan Motors	35
3.22	Tools and Equipment	23	6.6	Ductwork Systems - PPM	35
3.23	Communications	23	6.7	Fire and Smoke Dampers - PPM	35
3.24	Key Performance Indicators	24	6.8	Diffusers, Louvers and Grilles - PPM	35
3.25	Improvements	24	6.9	Kitchen Area Ventilation - PPM	35
3.26	Protection of Employees on Transfer of Undertakings Regulations	24	6.10	Air Conditioning and Comfort Cooling System - PPM	36
3.27	Extension to the Contract	24	6.11	Replacement of VRV Air Conditioning Components	36
4.0	Safety, Health and Welfare at Work Act 2005	25	6.12	Control Panels - PPM	37
4.1	Introduction	25	7.0	Plumbing Services	38
4.2	Safety Statement	25	7.1	Introduction	38
4.3	PSDP and PSCS Duties	26	7.2	Water Booster Set - PPM	38
4.4	Solas Safe Pass	26	7.3	Cold Water Storage Tank - PPM	38
4.5	Method Statements, Risk Assessments and Work Permits	26	7.4	Hot and Cold Water Services - PPM	38
5.0	Maintenance – General Requirements	28	7.5	Electric Water Heater - PPM	39
5.1	Introduction	28	7.6	Water Coolers	39
5.2	Computer-Aided Facility Management	28	7.7	Drainage General - PPM	39
5.3	Planned Preventative Maintenance	28	7.8	Emergency Plumbing	39
5.4	Reactive Maintenance	29	7.9	Fire Services - PPM	39
5.5	Comprehensive Cover	29	8.0	General Electrical Services	41
5.6	Asset Register	30	8.1	Introduction	41
5.7	Staffing, General Duties and Competencies	30	8.2	General Description of Electrical Services Installation	41
5.8	Emergency Breakdowns	30	8.3	Under floor Power Distribution/Desk Modules and Floor Box - PPM	42
5.9	Contractual Performance Measures	31	8.4	Main Low Voltage Switchboard - PPM	42
5.10	Forward Maintenance Programme	31	8.5	Distribution Board - PPM	43
5.11	Ceiling and Floor Tiles	32			

8.6	Motors/Drive Element - PPM	43	11.0 Security Systems Maintenance	56	
8.7	Light Fittings, Luminaires and Signage - PPM	44	11.1	Introduction	56
8.8	Lightning Protection System - PPM	44	11.2	PSA - Registration	56
8.9	Hand Drier / Hair Drier - PPM	45	11.3	Qualification requirements Service Engineers	56
8.10	Roller Shutter - PPM	45	11.4	Security Systems – Common PPM Requirements	57
8.11	Audio Visual System - PPM	45	11.5	Intruder Alarm Systems – PPM – Six Monthly	57
8.12	Building Management System - PPM	45	11.6	Access Control and Motorised Door Systems – PPM - Six Monthly	58
8.13	Inspection and Testing of Fixed Electrical Installation	45	11.7	CCTV Systems – PPM – Six Monthly	58
8.14	Portable Appliance Testing (PAT)	48	11.8	Car Park Traffic Barrier – PPM – Six Monthly	59
9.0	Emergency Lighting	50	12.0 Standby Generator Maintenance	60	
9.1	Introduction	50	12.1	Introduction	60
9.2	Qualification requirements Service Engineers	50	12.2	Monthly Routine Maintenance	60
9.3	Emergency Luminaire Test Schedule	50	12.3	Annual Routine Maintenance	60
9.4	Periodic Inspection and Testing	50	12.4	Power Outage	60
9.5	Weekly Test	51	13.0 Uninterruptible Power Supply	61	
9.6	Three-Monthly Test	51	13.1	Introduction	61
9.7	Annual test	51	13.2	Weekly maintenance	61
9.8	Measurement of Illuminance Levels	51	13.3	Six Monthly Maintenance	61
9.9	Time for Recharging.	51	14.0 Passenger Lift Maintenance	62	
9.10	Periodic Inspection and Testing Certificate	51	14.1	Introduction	62
9.11	Emergency Lighting Logbook	52	14.2	Lift Car - General Condition - Quarterly	62
9.12	Replacement of Emergency Lighting Components	52	14.3	Lift Motor Room – Traction Lift – Quarterly	62
10.0	Fire Alarm Systems	53	14.4	Lift Machine - Quarterly	63
10.1	Introduction	53	14.5	Control Panel - Quarterly	63
10.2	Qualification requirements Service Engineers	53	14.6	Lift Shaft - Quarterly	64
10.3	Fire Alarm Test Schedule	53	14.7	Logbook and safety notices - Quarterly	65
10.4	Periodic Inspection and Testing	53	15.0 Security Guards	67	
10.5	Weekly Testing	54	15.1	Introduction	67
10.6	Three Monthly Test and Inspection	54	15.2	PSA - Registration	67
10.7	Servicing of Fire Alarm Trigger Devices	54	15.3	Duties and Scope of Service	67
10.8	Periodic Inspection and Testing Certificate	55	16.0 General Building Maintenance	68	
10.9	Fire Suppression System Maintenance	55			
10.10	Fire Alarm Logbook	55			

16.1	Introduction	68	17.18	Waste Material	75
16.2	Painting	68	17.19	WEEE Directive	75
16.3	Plants	68	17.20	Confidential Waste Bins	75
16.4	Rainwater Down pipes and Gutter Maintenance	68	17.21	Bin collections	75
16.5	General Maintenance Handyman	69	17.22	Waste Management Report	75
16.6	Glazing	69	18.0	Canteen Services	76
16.7	Floor Surface	69	18.1	Scope of Service	76
16.8	Dry Riser Testing	69	19.0	Annual Audit and Contract Review	77
16.9	Fire Extinguisher	69	19.1	Scope of Audit	77
16.10	Car Park Roller Shutter	70	19.2	Scope of Contract Review	77
16.11	Roof Structure	70	Appendices	79	
16.12	Window Sashes and Handles and Front door	70	Appendix A	Schedule of Mechanical and Electrical Plant	79
16.13	Pest Control	70	Appendix B	Typical Day Janitor Work Schedule and Sign off Sheet	80
16.14	Mobile Wall Unit	70	Appendix C	European Single Procurement Document (ESPD)	81
16.15	Fall Arrest System	70	Appendix D	Drawings – Basement to 6th Floor Layouts	82
17.0	Cleaning and Waste Disposal	71	Appendix E	Pricing Schedule Summary of Tender	83
17.1	Introduction	71			
17.2	Ground Floor:	71			
17.3	Open Plan, Enclosed Office Areas and Corridors	71			
17.4	Ground and First Floor Meeting Rooms	71			
17.5	Boardroom and Sixth Floor Meeting Room	72			
17.6	Toilet Areas on All Floors	72			
17.7	Shower Rooms on floors 2, 4 and 6	72			
17.8	Canteen	72			
17.9	Deposit Rooms and Storage Areas	73			
17.10	Lifts and Lobbies and stairwells	73			
17.11	Window Cleaning	73			
17.12	Atrium Glazing	73			
17.13	Deep Cleaning of Carpets and Other Floor Finishes	74			
17.14	Basement	74			
17.15	External	74			
17.16	Miscellaneous	74			
17.17	Cleaning Consumables	74			

1.0 Contract Conditions and General Information

1.1 Introduction

- 1.1.1 The following specification outlines the contractual and technical requirements for the Facilities Management (FM) contract at the offices of An Coimisiún Pleanála, 64 Marlborough Street, Dublin 1 for the period November 2026 to October 2028.
- 1.1.2 In summary the FM contract includes the following services:
- Mechanical and Electrical maintenance
 - General building maintenance
 - Security
 - Cleaning
 - Canteen / Catering
- 1.1.3 These services must be provided under a single FM contract to be managed by the appointed FM Contractor. Multiple individually managed or autonomous sub-contracts will not be considered
- 1.1.4 The successful FM Company shall be required to provide a high quality reactive maintenance response service to any request made by The Commission.
- 1.1.5 The services shall generally be required from 7.30am to 8.00pm, Monday to Friday. Further information of services required outside these hours is as detailed later in this document.
- 1.1.6 It is expected that FM services be provided to support the Commission's business and business objectives.
- 1.1.7 An Coimisiún Pleanála is a non-commercial Semi-State body, which has the responsibility for determining planning appeals and other matters. The Commission has approximately 320 staff, who are based at its offices in Dublin. However, due to hybrid working, the daily compliment on site is expected to be no more than 200.
- 1.1.8 An Coimisiún Pleanála occupies approximately 4,854 square meters of office space on seven floors over basement car park.
- 1.1.9 Construction of the building was completed in December 2001 and was purposely fitted out for the Commission who moved in January 2002. The facilities have been managed from 2002 to present by professional Facilities Managements companies.
- 1.1.10 This specification section provides the information to enable the Contractor to assess the level and scope of services and performance expectations required by The Commission and accordingly prepare the specific tender response.

1.2 Definitions

- 1.2.1 In reading this Specification and any other documents connected with it the following terms shall have the meanings Therein assigned to them.
- The Commission / Client: Shall mean An Coimisiún Pleanála
 - The Site: Shall mean An Coimisiún Pleanála, 64 Marlborough Street, Dublin 1.
 - The Contractor: Shall mean the specialist Facilities Management Company appointed to carry out works as specified Therein.

- The Contract: Shall mean the Conditions of Contract as detailed in this Specification
- The Consultant: Shall mean Cundall.

1.3 General Information Regarding Tender Submission

- 1.3.1 Tenderers should note the following regarding tender submission
- 1.3.2 Tenderers shall not be reimbursed for any cost or expense incurred in making up their tender.
- 1.3.3 No compensation for loss of profit or otherwise shall be allowed to the Contractor for omissions made to the contract after tenders are received.
- 1.3.4 The Commission reserves the right to omit any portion of the work, and they shall not entertain any claim for loss of profits due to such omissions.
- 1.3.5 The Commission does not bind itself to accept the lowest, or any tender.
- 1.3.6 The price shall be inclusive of materials and supply of all consumables required in connection with the operation of the building.
- 1.3.7 Any terms and conditions in the tenderer's proposed contract does not imply acceptance by the Commission.
- 1.3.8 All works carried out shall be governed by the Laws of Ireland and subject to the exclusive jurisdiction of the Courts of Ireland.
- 1.3.9 The Commission may cancel the tender process at any time prior to a contract being entered into.
- 1.3.10 Tenderers should provide any other information which may be relevant to this proposal.
- 1.3.11 Tenders should be prepared in English or Irish
- 1.3.12 Information supplied by tenderers will be treated as contractually binding. However, the Commission reserves the right to seek clarification or verification of any such information.
- 1.3.13 Responses to this tender will be evaluated in their own right. No recognition will be given to information previously submitted.
- 1.3.14 Tenders must be completed in accordance with the format specified in Section 3. Tenders which are incomplete will not be evaluated.
- 1.3.15 The closing date for receipt of tender queries is five working days in advance of the tender return date specified in the e tenders notification.
- 1.3.16 The Commission is not responsible for any errors on the calculation of the costs.
- 1.3.17 Tenderers must confirm that the tender holds good for 90 days after the closing date for receipt of tenders
- 1.3.18 All prices must be quoted in euro (€) with the applicable rate of VAT in respect of each of the services shown separately. Where prices are linked to non-euro currency the relevant exchange rate must be quoted with the date and source of the exchange rate provided. Clearly indicate any discounts. Payment terms must also be specified.

1.4 European Single Procurement Document (ESPD)

- 1.4.1 The tenderer shall refer to the electronic European Single Procurement Document (eESPD) on the etenders platform and complete all elements of this document.

1.5 Confidentiality / Freedom of Information Act

- 1.5.1 The Commission undertakes to hold confidential any material provided in response to this tender subject to their obligations under the Freedom of Information Act 2014. Tenderers are asked to consider if any of the information supplied in response to this notice should not be disclosed because of its sensitivity.
- 1.5.2 If this is the case, tenderers should when providing the information identify it and specify the reasons for its sensitivity. The Commission shall consult with tenderers about sensitive information before deciding on any freedom of information request received. If tenderers consider that none of the information supplied by them is sensitive, they should make a statement to that effect. Such information may be released in response to an FOI request.
- 1.5.3 The Commission undertakes to treat as confidential any information supplied as part of this tender. If tender documents contain commercially sensitive information which you wish not to be disclosed, please indicate these components when replying, specifying the reasons for its sensitivity. The Commission will consult with the Tenderer before deciding on any information request received involving any sensitive information that may have been supplied.
- 1.5.4 All technical information, drawings, designs, specifications, and all other information communicated by The Commission are confidential and shall remain the sole property and copyright of The Commission and shall not, without the express written consent of The Commission, be disclosed to a third party, and must be used solely for the purpose of this contract.

1.6 General Data Protection Regulations:

- 1.6.1 The General Data Protection Regulations (GDPR) are in force since 25th of May 2018. The GDPR emphasises transparency, security and accountability by data controllers and processors, while at the same time standardising and strengthening the right of European citizens to data privacy. The contractor shall be fully compliant with the GDPR Directive.

1.7 Pre-tender Site Inspection:

- 1.7.1 Tenderers will be invited to a formal walk around inspection of the building by appointment with An Coimisiún Pleanála. All tenderers will be required to attend this once off site inspection and failure to attend may result in elimination of a tenderer from the competition.
- 1.7.2 Should a tenderer identify any details during their inspection that conflict with the specification they shall bring this to the attention of An Coimisiún Pleanála in writing before their tender is submitted.
- 1.7.3 Tenderers shall acquaint themselves with the local conditions including access to the site, the conditions affecting labour, delivery of materials and any other matters affecting the execution of the works.
- 1.7.4 No claims for variations, alterations or additional payment will be considered or admitted on the grounds of lack of knowledge of the works, lack of information, deficiency of description or occasioned by any default of inspection on the part of the tenderer or by any contingency arising which could be ascertained as a result of such inspection.

1.8 Transitional Arrangements

- 1.8.1 The proposed transitional arrangements relating to the hand over is three weeks. Tenderers should state their agreement to this arrangement or provide details of their proposed transition arrangements.
- 1.8.2 A contract will be concluded with the tenderer whose tender is deemed to be the most economically advantageous subject to agreement on conditions of contract. [The contract will not be concluded / take effect until 14 days after unsuccessful tenderers have been notified of the result of this tendering procedure].

1.9 National Legislation

- 1.9.1 Tenderers should be aware that national legislation applies in other matters such as Data Protection and health and Safety. Tenderers should be aware of the provisions of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131/2003).
- 1.9.2 Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in preparing tenders.

1.10 Conflicts of Interest

- 1.10.1 Any conflicts of interest involving a tenderer must be fully disclosed to the Commission particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- 1.10.2 Any registerable interest involving the tenderer and the Commission, members of the Government, members of the Oireachtas or their relatives must be fully disclosed in the response to this tender or should be communicated to the Commission immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1995.

1.11 Tax Clearance Certificates

- 1.11.1 Before a contract is awarded the successful tenderer (and agent, where appropriate) will be required to promptly produce a Tax Clearance Certificate, or in the case of a non-resident tenderer, a statement from the Revenue Commissioners confirming suitability on tax grounds. Non-residents should register and apply electronically via the Revenue Online Service (ROS) or contact the Office of the Revenue Commissioners, Collector-General's Division, Sarsfield House, Limerick, V94 EE37, Ireland. In addition, contractors must retain records of tax reference numbers for any subcontractors where payments exceed €650 (incl. VAT).
- 1.11.2 Tenderers should note that the provisions of Department of Finance Circular 22/95 apply, and the Commission may require sight of Tax Clearance Certificates for any subcontractor where payments exceed €2,600. Forms are attainable from the Office of the Revenue Commissioners, Sarsfield House, Limerick.
- 1.11.3 Where a Tax Clearance Certificate expires within the course of the contract, the Commission reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.

1.12 Fixed Lump Sum Tender Price

- 1.12.1 The successful tenderer shall be responsible for the delivery of all services provided for within the contract based on a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.

- 1.12.2 Tender prices must include for all labour and materials required for the proper and complete execution of the works and shall include for all costs in connection therewith, such as transport and freight; insurance of goods and persons; taxes, duties and all other charges incurred at the date of tender, and for all charges arising from statutory legislation affecting the cost of labour. Responsibility for all such charges shall remain with the tenderer.

1.13 Termination of Contract

- 1.13.1 The Commission shall have the right to terminate the contract in the event of noncompliance with the terms of the contract by the service provider, and to forthwith substitute a facilities management provider of its own election. In the event of termination in such circumstances, the service provider will be liable for any loss (including consequential loss), or delay suffered by the Commission in obtaining alternative facility management services.

1.14 Breach of Contract etc.

- 1.14.1 The Commission shall be at liberty upon breach of any of the conditions of contract or upon the contractor becoming bankrupt or insolvent, or entering into an arrangement with creditors or being a company enter into liquidation or have a receiver or examiner appointed forthwith to rescind the contract altogether and to withhold from the contractor as absolutely forfeited all moneys which the contract might otherwise have claimed under the conditions of contract and to do all things that they shall consider proper for having the contract completed and also to recover from the contractor, or deduct from any moneys of the contractor in their hands, the extra expense occasioned thereby.

1.15 Contract Award Notice

- 1.15.1 Under EU Public Procurement Directives, the Commission is required to publish a Contract Award Notice in the OJEU containing certain information, including the name of the successful tenderer, relating to the award of this contract.

1.16 Disclosure of Results of Competition

- 1.16.1 After the official opening of Tenders, information relating to the examination, clarification, evaluation and comparison of tenders and recommendations, concerning the Award of Contract, will not be disclosed to Tenderers or other persons not officially concerned with the process until the Award of Contract to the successful Tenderer has been announced and in conformity with national law.
- 1.16.2 Any effort by the Tenderer to influence the Purchaser or other relevant staff in the process of examination, clarification, evaluation, and comparison of Tenderers and in decisions concerning the Award of Contract may result in the rejection of that Tender.

1.17 Post Tender Clarifications

- 1.17.1 To assist in the examination and comparison of Tenders, the Commission may ask Tenderers for clarification of their Tenders. No change in the price or substance of the Tender shall be sought, offered, or permitted, except as required to confirm the correction of manifest arithmetic errors discovered by the Purchaser during the evaluation of the Tenders.
- 1.17.2 The Commission reserves the right to re-advertise the contract. The Commission's decision in the awarding of contracts shall be final.

1.18 Interpretation of the Request for Tender

- 1.18.1 It is the duty of the Tenderer to fully understand and correctly interpret this Request for Tender. At all times the Tenderer has the responsibility to notify The Commission in writing, of any ambiguity, divergence, error, omission, oversight, or contradiction contained in this specification, as it is discovered, or to request any instruction, decision, or direction that Tenderers may require to prepare a Tender.

1.19 Tender Validity Period

- 1.19.1 To allow sufficient time for Tender assessment a Tender Validity period of 90 days is required. This period commencing on the closing date by which the tenders are to be returned.

1.20 Satisfactory Supplies

- 1.20.1 The supplies and/or service shall be delivered to the satisfaction of The Commission in strict conformity with the tender specification, except as may be agreed by The Commission. Should the delivery of any type of product and/or service be found to be inferior in quality or otherwise not be in accordance with the specification, The Commission shall have power to reject it and in the event of such rejection or the particular supplies and/or service not being delivered by the specified date(s), The Commission may, if necessary, contract to a third party, charging the original tenderer with whatever price it may have to pay over and above the contract price.

1.21 Damage

- 1.21.1 The Contractor shall make good all and any damage or injury in any way arising from or incidental to the delivery of the supplies and/or service including damage to adjoining premises and shall indemnify the Commission against all claims in respect of such damage or injury.

1.22 Force Majeure

- 1.22.1 The Commission shall not be liable for any delay, loss, cost, expense or damage whatsoever arising or resulting from Acts of God, Government Orders, strikes, lockouts or any other industrial disputes, inability to secure labour, material or supplies at commercial rates, accidents, plant breakdowns, civil commotion or any other circumstances (whether of the foregoing class or not) beyond the control of The Commission and all contracts are subject to cancellation or variation as may be necessary due to force majeure.

1.23 Payment Terms

- 1.23.1 Payment shall be in accordance with the Prompt Payment of Accounts Act 1997, as amended by the European Communities (Late Payment in Commercial Transaction) Regulations 2012.
- 1.23.2 The Commission retains the right to withhold payment where a contractor has failed to meet Their contractual obligations in relation to the delivery of services to an acceptable level of quality.
- 1.23.3 All costs, damages, or expenses for which the supplier is liable to The Commission may be deducted from any monies due or becoming due to the supplier or may be recovered by action at law or otherwise from the supplier.
- 1.23.4 Reactive costs shall be submitted to the facilities team for review and agreement before submission of the invoice for payment.

2.0 Tender Format and Evaluation

2.1 Format of Tender Submission

- 2.1.1 Tenders must be submitted via the electronic post box available on www.etenders.gov.ie. Only Tenders submitted to the electronic post box will be accepted. Tenders submitted by any other means (including but not limited to by email, fax, post, or hand delivery) will NOT be accepted.
- 2.1.2 Tenderers must ensure that they give themselves sufficient time to upload and submit all required tender documentation before the Tender Deadline. Tenderers should take into account the fact that upload speeds vary. The maximum file size limit for each single file uploaded by a tenderer is 250 MB and the total size for all uploaded files in the tender response sent to the electronic post box is 2 GB. The maximum length of the name of any uploaded file is 64 characters long (spaces included).
- 2.1.3 In order to submit a document to the electronic post box, please note that you must click "Submit Response". After submitting you can still modify and re- send your response up until response deadline. Tenderers should be aware that the 'Submit Response' button will be disabled automatically upon the expiration of the response deadline.

2.2 Section - 1 – Covering Letter and Company Details

- 2.2.1 Tenderers must provide a covering letter / introduction providing full company details including registered company name, address, directors, company and VAT registration numbers, names of persons involved in the tendering process etc.

2.3 Section - 2 - European Single Procurement Document

- 2.3.1 Tenderers must complete and sign the electronic European Single Procurement Document which operates exclusively as a digital module integrated directly into the national [eTenders platform](#).

2.4 Section 3 - Tax Clearance Certificate C2

- 2.4.1 Tenderers are required to submit their Tax Clearance Access Number and Tax Reference Number to facilitate online tax clearance verification of their tax status by The Commission.

2.5 Section 4 - Insurances

- 2.5.1 Tenderers must provide a statement from their insurers confirming that the tenderer currently has in place the minimum levels of insurances stated below or that such levels can be obtained if successful in the competition.
- Employers Liability: €12.7m
 - Public/Product Liability: €6.5m

2.6 Section 5 - Financial Statements and Evidence of Turnover

- 2.6.1 Tenderers must provide signed audited financial statements (where relevant) or otherwise, Management Accounts for the previous 3 years.
- 2.6.2 Tenderers must demonstrate they have achieved a turnover of twice the estimated contract value during any of the previous 3 financial years. If a tenderer is unable to provide this information, they can instead submit alternative evidence to satisfy the Client that they have adequate financial viability and capacity to deliver the services required.

- 2.6.3 The tenderer will be required to furnish sufficient evidence to demonstrate that they meet the minimum levels of turnover requested by way of an auditor's statement. This documentation will be required by the Commission prior to the award of contract.
- 2.6.4 Where the tenderer is unable, for a valid reason, to provide such documentation, they must inform the Commission of the valid reason as to why the documentation cannot be supplied and must provide such other suitable alternative documentation to prove, to the satisfaction of the Commission, their economic and financial capacity.
- 2.6.5 Tenderers should note that economic operators relying on the capacity of other entities must submit an undertaking, duly evidenced, from those entities that they will place the necessary resources at the disposal of the Tenderer. This undertaking together with the other documentation required in respect of the Tenderer, is required to satisfy the Commission that other entities have the required economic and financial capacity. This documentation will be required by the Commission prior to (and shall be a condition of) the award of contract.

2.7 Section 6 - Proposed Contracts Management Team

- 2.7.1 The tenderer must identify the following personnel in the tender documents and must provide CVs of these specific personnel showing suitability for the position:
- Contracts Manager
 - Deputy Contracts Manager
- 2.7.2 Contracts Manager is the person who will be dealing with An Coimisiún Pleanála on a weekly basis as required. Deputy Contracts Manager shall deputize for them only during periods of absence due to holidays, sickness etc.
- 2.7.3 The person who will be the line manager of the contracts manager must also be identified for contact in the event of management failure during the contract.
- 2.7.4 The preferred format for the CVs is a single A4 page outlining the following information:
- Candidate
 - Qualifications: Example: Engineer,
 - Year of qualification.
 - Number of years with your company as an "employee".
 - Provide list of FM Contracts which the candidate has managed.
 - Experience as acting as lead M&E coordinator
 - Specialist Qualifications in other areas including health and safety training
- 2.7.5 Two thirds of the available marks i.e., 100 will be awarded to the Contracts Manager and the remainder to the Deputy Contracts Manager. In each case the marks will be divided equally between educational qualifications and experience in an FM management role.
- 2.7.6 In the event that the Contracts Manager is changed during the contract the above information shall be submitted for the proposed substitute candidate before their appointment is agreed.

2.8 Section 7 - Organization Structure

- 2.8.1 Tenderers must provide a comprehensive submission of organization structure, manpower levels, skills base, etc. This section should also include the CVs of all other key staff who will be involved in the project particularly those involved in day to day maintenance in the building. Names and photos do not have to be issued by the tenderer.

2.9 Section 8 - Methodology for Delivery of the Services

2.9.1 Tenderers should provide details of their methodology for delivering the services, under the following 15 headings: The marks will be divided equally i.e., 10 marks each.

- The manner in which a request from a customer is typically dealt with,
- Response times during and outside of normal working hours.
- Help Desk facility
- CAFM Software
- Planned Preventative Maintenance procedures
- Reactive Maintenance procedures
- Specialist Subcontractors proposed
- Scheduling and management of specialist subcontractors.
- Security service
- Cleaning service
- Canteen service
- Site Induction Documentation
- Remote BMS Monitoring Facility
- Forward Maintenance Programme
- A critical spares list (including itemised costs)

2.9.2 Each section must clearly show that the tenderer has understood the requirements of this specification and has included for them within the tender price.

2.10 Section 9 - Portfolio of Previous Experience

2.10.1 Tenderers must demonstrate examples of successful delivery of at least three similar facilities management contracts. They must be comparable in nature and scale to the services required under this contract and must be within the last 3 years. In each case the following information shall be provided.

- Client Name and contact details,
- Contract dates, duration etc.
- Description of service provided
- Approximate value of contract

2.10.2 Tenderers are required to provide full details of referees within these organizations who can attest to a successful performance of the contract. The Commission reserves the right to contact these referees directly on a confidential basis and without further reference to the Tenderer.

2.11 Section 10 - Quality Assurance System

2.11.1 Tenderers must provide a statement of the company's quality processes and systems. If the company holds quality certificates (ISO or equivalent) a copy of these should be attached with award and expiry date stated on the certificate.

2.11.2 The Quality Assurance System must relate to the "Methodology for Delivery of the Services" as described in the previous section

2.12 Section 11 - Health & Safety Policy

- 2.12.1 Tenderers must demonstrate that an adequate Health and Safety Policy is in operation for the performance of the services in question. They must outline how they will comply with the Health & Safety requirements of this contract as specified in Section 4.

2.13 Section 12 - Proof of Registration as Electricity and Gas Installer

- 2.13.1 Tenderers must provide proof of their current registration as a Registered Electrical Contractor (REC) with Safe Electric, and proof of their current registration as a Registered Gas Installer (RGI) with the RGI scheme, operated by Safe Energy Ireland.

2.14 Section 13 - Transport Fleet, Tool, Test Equipment

- 2.14.1 Tenderers must demonstrate that they have an adequate transport fleet to handle contract requirements. A minimum of 2 vehicles is required. Details should include all transport arrangements including number of vehicles and specification of same. Also details of equipment, tools and stock carried in each vehicle. Confirmation is also required that company logo and details are displayed on these vehicles.

2.15 Section 14 - Business Continuity Plan

- 2.15.1 Tenderers should ensure that they can provide the products and services specified within this tender, throughout the agreement period. To ensure that they can achieve this, tenderers are required to develop, and regularly review, an appropriate site specific business continuity plan.
- 2.15.2 The business continuity plan should address all foreseeable circumstances that would affect the daily operation of the provision of products and/or service as appropriate. Examples of such circumstances could include, but are not limited to:
- Failures of equipment, services, and staffing.
 - Serious impact on supply chains as a result of non-availability of raw materials, components, importing difficulties and international events or incidents.
 - A natural disaster such as severe weather conditions and any disruption caused by lightning strikes.
 - Disruption to the local and/or national power supply.
 - Disruption to the transport infrastructure for whatever reason including fuel shortages.
 - Major accidents.
 - Any actual or potential industrial action, including strike action.
- 2.15.3 The Tenderers shall submit this information to the Commission, along with any details of actions to be taken both immediately and escalating with the passing of time until normal circumstances are restored, for review within one calendar month of appointment.
- 2.15.4 In any crisis, it is important that the contractor should continue to function as near normal as possible so that it meets the specification of the contract agreement in addition to any further demands resulting from the crisis.

2.16 Section 15 - Pricing Schedule / Summary of Tender

- 2.16.1 Tenderers must return a completed and signed Pricing Schedule / Summary of Tender - Refer to Appendix 8. This must not be amended or interfered with in anyway. Tenderers are advised to read the guidance notes below regarding the completion of the Pricing Schedule.
- 2.16.2 All prices quoted must be all-inclusive (i.e., including but not being limited to all costs/expenses/indexation), be expressed in Euro only and exclusive of VAT. The VAT rates where applicable should be indicated separately.

2.17 Evaluation process

- 2.17.1 The first step in the tender evaluation process is to ensure that tenderers have met the minimum financial and technical requirements as described above in Sections 2-5. Failure to do so will result in the tender not being qualified for award process.
- 2.17.2 Tenders that have been submitted in the specified format and meet the “Minimum Financial and Technical Capacity” requirements will qualify for the next stage of the evaluation which is the “Award” process. All other tenders will be disqualified and will be given no further consideration.
- 2.17.3 The contract will be awarded to the most economically advantageous tender of those on the basis of the following award criteria, weighted as indicated. Tenderers should note that they must achieve a minimum score of 60% of the available marks for each of the individual criteria in Sections (6 - 13) inclusive in order to avoid elimination from the competition.

Maximum Number of Points	1000	
Section 1 - Covering Letter and Company Details	No Score	
Section 2 – European Single Procurement Document	Pass/Fail	
Section 3 - Tax Clearance Certificate C2	Pass/Fail	
Section 4 - Insurances	Pass/Fail	
Section 5 - Financial Statements	Pass/Fail	
Award Criteria		
Section 6 - CV of The Proposed Contracts Manager	150	15%
Section 7 - Organization Structure	150	15%
Section 8 - Methodology for Delivery of The Services	150	15%
Section 9 - Portfolio of Previous Experience	100	10%
Section 10 - Quality Assurance System	50	5%
Section 11 - Health & Safety Policy	50	5%
Section 12 - Proof of Registration as Electrical / Gas Installers	10	1.0%
Section 13 - Transport Fleet, Tool, Test Equipment and Logos	20	2.0%
Section 14 - Business Continuity Plan	20	2.0%
Section 15 - Pricing Schedule / Summary of Tender	300	30%
	1000	100%

2.18 Completion of the Pricing Schedule

- 2.18.1 Tenderers are strongly advised to familiarise themselves with the pricing schedule in advance of the tender submission date and to submit any queries before the specified closing date.
- 2.18.2 The tenderer may choose to fill in the Pricing Schedule either by hand or electronically. However, the tenderer is advised that The Commission is not obliged to search for mathematical errors made by the tender due to incorrect manual calculations.
- 2.18.3 The spreadsheet is password protected and entries can only be made by the tenderer in the cells with yellow shading. The tenderer must insert Their tender values into these cells along with the formulas to calculate the VAT and horizontal and vertical totals.

- 2.18.4 In the case of the cost for Service and Maintenance the schedule will automatically sum across and sum down to give the total cost. Likewise for Replacement Parts and Call Out costs the costs will be automatically calculated based on the tenderers rates and the specified quantities as indicated in the schedule.
- 2.18.5 The tenderer must state the amount of Their tender that is chargeable at either 9% or 23% VAT. The remainder will be automatically calculated at 13.5%.
- 2.18.6 A provision is given to allow tenderers to include for any items which they feel may not be included in the Schedule / Summary of Tender. This should only be used if it is acknowledged during the tender period that there is a requirement for additional items not listed in the schedule. The tenderer must include a breakdown of this cost on a separate sheet to be attached to the completed Pricing Schedule.

2.19 Tender Clarifications and Presentation

- 2.19.1 During the evaluation period clarification may be sought in writing/ by e-mail from tenderers. Responses to requests for clarification may not materially change any of the elements of the tenders submitted.
- 2.19.2 No unsolicited communications from tenderers will be entertained during the evaluation period.
- 2.19.3 A number of the most competitive tenderers may be invited to make presentations on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding. Invited tenderers must be able to make such a presentation. Any proposed subcontractors may be required to participate in the presentation.

2.20 Awarding of Score for Cost

- 2.20.1 The lowest cost tender, which also meets all of the minimum requirements of the qualitative award criteria, will receive the maximum score achievable under this criterion. The scores of the other valid tenders will be calculated by using the following formula:
- 2.20.2 Number of points = the cost of the lowest valid tender divided by the cost of the tender in question and multiplied by the maximum score achievable

3.0 Contract General Requirements

3.1 Primary Requirements

- 3.1.1 The contract must be structured so that it fully supports the Commission's activities, meets all audit and compliance requirements of the Commission and relevant statutory bodies and to achieve the business objectives of the Commission specifically relating to quality and customer service.
- 3.1.2 The Contractor shall be responsible for the maintenance and upkeep of the entire building, its services, and facilities. Service shall be delivered on a Planned Preventative Maintenance (PPM) and Reactive Maintenance (RM) basis.
- 3.1.3 To ensure maximum availability of all engineering systems the Contractor must carry out all critical maintenance immediately. Schedules for all critical maintenance tasks should be submitted in advance by the contractor and shall be subject to authorisation and approval by the Commission.
- 3.1.4 The Contractor shall provide suitable communications and customer skills training for all staff and provide suitable work wear for staff that interface with customers.

3.2 Help Desk

- 3.2.1 The contractor must provide a 24 x 7 help desk facility. The help desk must be located in a building with landline and broadband facilities as required. The help desk operator will log all incoming services requests, fault reports etc. onto the facility management software. A mobile help desk facility is not an acceptable solution.

3.3 CIBSE GVM

- 3.3.1 All facilities and systems shall be managed and maintained in accordance with the latest edition of GVM CIBSE Guide M: Maintenance Engineering & Management as published by the Chartered Institution of Building Services Engineers and in accordance with manufacturer's requirements and recommendations outlined in this section of the specification.

3.4 Drawing

- 3.4.1 Drawings are provided in Appendix 4. The contractor should note that these are basic general arrangement layouts with no M&E services indicated. Furniture layouts and some room layouts such as the IT Room may have been modified since these were originally produced. The Commission accepts no responsibility for the accuracy of these drawings.

3.5 Contracts Manager

- 3.5.1 The Contractor shall designate a Contract Manager who shall be responsible for overall management of all aspects of the contract. They shall be the primary interface with the Commission with overall responsibility for compliance with safety, health and environmental requirements, and service delivery to the satisfaction of the Commission and its employees.
- 3.5.2 They shall head the Contractor organisation on site and shall be responsible for management of all Contract staff. They shall have the following minimum qualifications and experience:
 - A minimum of five years facilities management experience in a similar role
 - Technical Diploma/Degree (Engineering or Building Services or Facility Management)
 - Financial and budgetary experience above a value of €2 million

- Must be self-motivated and able to motivate others
- Project management experience
- Must possess a dynamic approach to achieving continuous improvement
- Excellent people management and communication skills.

3.5.3 Their responsibilities shall include (but not be limited to) the following:

- Promote and deliver the aims of the Commission to meet or exceed the quality levels and customer support objectives central to the Commission's core business
- Ensure that control measures are in place to ensure that safe working environments exist to provide subcontractors with the facilities required to carry out functions without interruption to the Commission's business
- Establish and manage quality measures and procedures in conjunction with the Commission to enable two-way communication, ensuring feedback and continuous improvement is achieved
- Working with the Commission to contribute towards cost control ensuring budgets are not exceeded.
- Develop and deliver Service Level Agreements for each function
- Measure and monitor the effectiveness of the service delivery against agreed Service Level Agreements.
- Facilitate and manage training requirements to ensure that staff are fully trained in all aspects of service provision.
- Prepare monthly report for all services covered under contract. (See 3.12 below)
- Administer formal management and reporting procedures
- Ensure safe systems of work are in place for all operations by managing and addressing the Health & Safety requirements of each function
- Ensure compliance with all statutory and Commission procedures

3.6 Hourly Rates for Maintenance Staff

3.6.1 The contractor should include a separate price (based on an hourly rate) for the provision of the functions listed below as the Contractor may wish to engage additional staff to meet demands for project and other related small works undertaken on a regular basis. The Contractor should define these costs separately in their Tender Response

- Electrical Technician
- Mechanical Technician
- Plumber
- Carpenter
- Handyman
- Painter/Decorator

3.6.2 It shall be the responsibility of the Contractor to establish the staffing levels that will be employed on the contract to ensure that the agreed service levels are achieved. No additional costs will be accepted if the staffing levels established by the Contractor prove insufficient to meet the agreed service levels.

3.7 Invoices

3.7.1 A detailed breakdown of the price should be included each month, and a monthly report including reactive ticket numbers should accompany each invoice detailing all activity being charged.

3.8 Holiday and Sickness Cover

- 3.8.1 The Contractor must provide full holiday and sickness cover for all services including the position of contracts manager. Specifically, where service levels are specified by the Commission these must be maintained during periods of holiday or sickness. For non-specified service levels, adequate cover must be provided to ensure that the agreed service levels are met at all times.
- 3.8.2 The Contractor should include all public holidays over the contract term but exclude Christmas, St Stephen's, and New Year's Day.
- 3.8.3 The Contractor shall provide suitable communications and customer skills training for all staff and provide suitable work wear for staff that interface with customers.

3.9 Business Support

- 3.9.1 The reliable and efficient operation of the building engineering services is key to sustaining the normal business activities of the Commission. The contract and the service delivery of the Contractor must ensure this reliability of services operation. In addition, system failures must be investigated and rectified in the shortest time possible in order to minimise the non-availability of engineering systems.
- 3.9.2 To ensure maximum availability of all engineering systems the Contractor must carry out all critical maintenance during and outside of normal working hours.
- 3.9.3 Schedules for all maintenance tasks shall be submitted in advance by the Contractor and shall be subject to authorisation and approval by the Commission.

3.10 Administrative Tasks

- 3.10.1 The Contractor shall provide all necessary technical, operation and administrative staff to ensure the required scope of works is effectively organised, and work planning is correctly set up and properly administered.
- 3.10.2 The Contractor shall put forward a proposed organisation structure and staffing numbers, naming all key personnel.

3.11 Contract Meetings

- 3.11.1 The Contractor shall be expected to meet with the Commission, quarterly or more regularly if required, to review Service and Supervisor's performance. A building walk through inspection may take place during these meetings.
- 3.11.2 Proven discrepancies shall be corrected within 48 hours or at the earliest possible time approved by the Commission. Discrepancies which could cause business interruption, threat to personal and building safety and any other situation termed "critical" by the Commission shall be acted upon immediately by the Contractor.
- 3.11.3 The Contract Manager shall be expected to attend the following Commission meetings as set out below:
- Day to Day; informal liaison.
 - Weekly Meetings to review progress and performance of the contract.
 - Quarterly reviews to focus on performance of past quarter, current problems and issues and forward planning.
 - Other meetings, including health and safety review, security reviews, energy awareness and ad hoc meetings to review particular situations as they arise.

3.12 Reports

3.12.1 The Contractor shall produce a monthly report of performance records and trends on all categories within this specification. These reports shall be completed and distributed to the Commission not later than the 15th of the new month. It is expected that reports shall be detailed and contain at minimum the following.

- Full breakdown for all works undertaken, including costs
- Full breakdown for all proposed works, including costs
- Energy improvement report (see 3.24 below)
- Detail of operational issues
- Summary of call outs
- Summary of supplies

3.12.2 The Contractor shall, as required, act as a liaison with the landlord regarding landlord responsibilities and assure timely follow up.

3.13 Site Familiarisation

3.13.1 The Contractor shall ensure that all staff are familiar with the site and equipment before they are allowed to work unsupervised. The Contractor shall submit proposed Site Induction Documentation in the tender return.

3.14 Life Cycle Assessment

3.14.1 Within three months of appointment the contractor shall carry out a full inspection of all plant and equipment and submit a full life cycle cost assessment report to An Coimisiún Pleanála. The purpose of this is to allow An Coimisiún Pleanála to make informed decisions regarding the cost benefit of replacing existing plant with systems that are more energy efficient or require less maintenance.

3.15 Provision of Record Drawings

3.15.1 Within three months of appointment the contractor shall commence to survey and record all mechanical and electrical systems and plant on layout drawings at a scale of 1:100 and 1:50 and in schematic and isometric form where appropriate. The record drawings shall be completed and presented for review prior to the first audit at the end of the first year of the contract.

3.15.2 The locations of plant and equipment on the drawings shall be cross referenced to the plant identifiers on the life cycle cost assessment report.

3.15.3 The extent of drawing information available is illustrated in Appendix 4 – Drawings – Basement to 6th Floor Layouts, and ACAD files of these layouts will be made available to the contractor.

3.15.4 Separate drawings shall be delivered for mechanical and electrical services including but not limited to

- Air Conditioning, VRF and Split Systems 1:100 drawing each level from basement to sixth floors
- Mechanical Ventilation Systems 1:100 drawing each level from basement to sixth floors
- Smoke Extract Ventilation Systems 1:100 drawing each level from basement to sixth floors
- Domestic Water Services Systems 1:100 drawing each level from basement to sixth floors
- Domestic Water Services Systems 1:50 drawing of toilet core each level from basement to sixth floors
- Waste and Foul Water Systems 1:100 drawing each level from basement to sixth floors
- Waste and Foul Water Systems 1:50 drawing of toilet core each level from basement to sixth floors
- Lighting Layouts 1:100 drawing each level from basement to sixth floors

- Power Layouts 1:100 drawing each level from basement to sixth floors
- Security and Fire Protection Layouts 1:100 drawing each level from basement to sixth floors
- Electrical Containment Layouts 1:100 drawing each level from basement to sixth floors
- Isometric drawings of domestic hot and cold water systems for use in legionella risk assessments

3.16 Competence of Contractor or Subcontractor

- 3.16.1 The Contractor shall ensure the full competence of their operatives and subcontractors at all times. They shall carry out routine audits of all subcontractors on site to the same standards and requirements of their own operatives and processes. Routine audits must be made available to the Commission for inspection upon request.

3.17 Contract Communications

- 3.17.1 The Contractor shall establish a means of communication through all its service elements, and with those Contractors with whom the Commission requires to communicate. This shall include electronic, written, verbal and ad hoc communications for the purposes of issuing instructions, as well as routine meetings to discuss the contract status.

3.18 Training

- 3.18.1 The Contractor is to provide adequate training for all staff employed on the contract to ensure they have the skills and knowledge necessary to carry out the specified works.
- 3.18.2 Technical training is required on specific engineering systems in use within the building including (but not limited to):
- BMS
 - VRV / Air Conditioning systems
 - G50 Air Conditioning Control System
 - HVAC Systems
 - LV Distribution systems
 - Standby Generator
 - UPS System
 - Fire suppression systems
 - Passenger Lifts
 - Fire Alarm Systems
 - Emergency Lighting Systems
 - Fire Extinguishers
 - IT Systems
 - General technical training
 - Health and safety training
 - Operation and maintenance procedures
 - Customer service
 - Access Control
 - Fire Doors
 - All other training necessary to meet the primary requirements of the contract

- 3.18.3 Adequate provision must be made for ongoing training of staff and for training of any new employees during the course of the contract.

3.19 Pre-Operations Period

- 3.19.1 It shall be assumed that the following handover dates shall apply: - This may change at the discretion of the Commission

- Facility Management – November 2026
- Building Engineering Services – November 2026

3.20 Energy Monitoring

- 3.20.1 The Contractor shall be required to operate and maintain the building engineering services to achieve acceptable environmental conditions within the building at all times.
- 3.20.2 The Contractor shall be responsible for recording, monitoring, and reporting on the building's energy consumption on an annual basis.
- 3.20.3 The Contractor shall develop an energy conservation and utility usage plan to include programs that optimize energy consumption and operations, conduct annual energy audits/ surveys, analysis of energy usage.
- 3.20.4 The Contractor shall include a separate price for external monitoring of The Commission's building management system (BMS) if deemed necessary.
- 3.20.5 The Contractor shall prepare and submit the Display Energy Certificate material following an annual energy review and assessment of the building to Sustainable Energy Authority of Ireland.

3.21 Transport & Parking Facilities

- 3.21.1 The Contractor shall provide all necessary transport required to support the contract.
- 3.21.2 The provision of a transit van or equivalent shall also be included within this contract for the purpose of removal of rubbish and disposal of equipment four times per year.
- 3.21.3 On site car parking facilities shall not be provided to the contractor.

3.22 Tools and Equipment

- 3.22.1 The Contractor shall provide all necessary tools, ladders, and equipment for performance of the scope of work.
- 3.22.2 Any tools or equipment that is supplied by the Contractor shall be clearly marked. The Contractor shall provide and maintain an inventory of all tools and equipment.
- 3.22.3 The Contractor shall be responsible for identifying, marking, inventorying all equipment and tools for use in performing the services described in this property management specification document.
- 3.22.4 The Contractor shall provide uniforms and PPE (personal protective equipment) for their entire on-site personnel.

3.23 Communications

- 3.23.1 The Contractor shall provide all managers, supervisors, engineers, and specialist staff with mobile phones. Mobile phones are only to be used in accordance with Commission policy when on site.

3.24 Key Performance Indicators

- 3.24.1 It is intended to put a performance mechanism in place in the form of Key Performance Indicators (KPIs). As part of their proposal tenderers should put forward KPIs that they would deem suitable for this type of contract.

3.25 Improvements

- 3.25.1 The Contractor shall actively pursue improvements in energy consumption, maintenance procedures, cost effectiveness, quality, health and safety, and service levels. All improvements shall be recorded, documented, and presented to the Commission as part of the contractor's monthly report.
- 3.25.2 The Contractor shall provide yearly energy talks to staff during the contract.

3.26 Protection of Employees on Transfer of Undertakings Regulations

- 3.26.1 The tenderer must allow for full compliance with the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131/2003) and should recognise that, as an exemplar of the application of proactive HR policy, the Commission will want to see this area comprehensively addressed.
- 3.26.2 The Tenderer shall be fully responsible for ascertaining whether the 2003 Regulations and subsequent amendments thereof are applicable to the Services described in these documents and shall allow for all costs and associated liabilities within their Tender.
- 3.26.3 Following the submission of tenders but, before the award of any contract, the preferred Tenderer will be requested to verify the costs of the staff currently deployed at the site by agreement with the incumbent contractor. The tenderer will thereby have the opportunity to review the particulars provided by the incumbent contractor and to verify the completeness of its allowances in respect of TUPE costs in its tender. The tenderer will then have the option of standing over or withdrawing its tender. No claim for additional costs will be entertained unless expressly agreed in writing by the Commission.
- 3.26.4 The Commission will accept no liability in respect of the European Communities (Protection of Employees on Transfer of Undertakings) Regulations 2003 (S.I. No. 131/2003), and the tender invitee shall fully indemnify the Commission against any claims made by transferring staff, who are made redundant, in respect of redundancy payments to which they may be entitled as a result of rights acquired from their terms of employment with the incumbent contractor. The Commission provides no warranty that any information supplied by the incumbent contractor, is correct and complete.

3.27 Extension to the Contract

- 3.27.1 The contractor shall include in their tender summary for a one year extension to the two year contract. The method of calculation must be clarified with the tender submission
- 3.27.2 This amount included shall be subtracted from the tender figure to form the Contract sum with An Coimisiún Pleanála. However, the amount tendered shall form the basis of extending the contract to a third year should the need arise.

4.0 Safety, Health and Welfare at Work Act 2005

4.1 Introduction

- 4.1.1 The contractor shall include for complying with the Safety, Health and Welfare at Work Act 2005 and all associated regulations and amendments current at the date of tender, including the current fully consolidated version of the act published by the Law Reform Commission and updated to 1st January 2026 and all secondary statutory instruments.
- 4.1.2 The successful contractor will be required to confirm that they and their sub-contractors will comply with all relevant sections of the above Act and associated regulations or amendments as they apply to their work in this project.
- 4.1.3 It is the primary responsibility of the Commission to provide a safe and healthy environment for persons within their buildings and to comply with all legal and other requirements of local and European statutory bodies.
- 4.1.4 Therefore, in addition to the above, the Contractor must comply with the internal requirements of the Commission's accounting policies, Health & Safety standards, and audit requirements. By extension the Contract and the Contractor's service delivery must also meet with these compliance requirements. This shall be achieved through:
- Adherence to the Commission's accounting policies where appropriate in the contract
 - Administration of suitable safe work practices, permit to work procedures, testing and inspection procedures as appropriate.
 - Compliance with all Health & Safety Legislation
 - Quality of staff and management
 - Staff training and development
 - Continuous auditing and reporting on compliance
 - Continuous review and assessment of the relevant legislation
 - Updating of procedures on an annual basis
- 4.1.5 The Contractor must be diligent in the application and development of procedures to ensure full compliance with the relevant regulations

4.2 Safety Statement

- 4.2.1 A copy of the successful contractors Site Specific Safety Statement will be required before commencement of any work. Contractors will further be required to ensure that all operatives under their control (including sub-contractors) comply fully at all times with the detailed requirements in respect of construction site safety as outlined in the above regulations.
- 4.2.2 All costs arising in respect of these obligations are to be included in the tender figure and the Client will not be liable for any such costs which are reasonably foreseeable, and which are not so included.

4.3 PSDP and PSCS Duties

- 4.3.1 Under The Safety, Health and Welfare at Work (Construction) Regulations 2013, a “client” commissioning construction or maintenance work to buildings or building services, is duty bound to appoint in writing, before the design work starts, a “Project Supervisor for the Design Process (PSDP)” who has adequate training, knowledge, experience and resources. Likewise, before construction begins the client must appoint, a Project Supervisor for the Construction Stage (PSCS), who has adequate training, knowledge, experience, and resources.
- 4.3.2 It is likely that some of the maintenance work to be carried out during the course of the contract may fall within the definition of a “project” as described in these regulations. It shall be the responsibility of the contractor to advise the Commission in this regard.
- 4.3.3 The contractor must have relevant training and experience to act as Project Supervisor for the Design Process of the project to carry out the duties set out in regulations 11 to 14 of the 2013 Regulations. They must also have relevant training and experience to act as Project Supervisor for the Construction stage of the project as set out in regulations 16 to 23 of the 2013 regulations.
- 4.3.4 The contractor will be required, with the prior written consent of their Insurance Company, in consideration of acceptance of Their tender to perform these duties

4.4 Solas Safe Pass

- 4.4.1 Before commencing work on the site all construction workers must receive Safe Pass safety awareness training and be in possession of registration cards. All workers undertaking specified safety critical duties must have received training approved by Solas under the Construction Skills Certification Scheme (CSCS) and be in possession of CSCS registration cards.

4.5 Method Statements, Risk Assessments and Work Permits

- 4.5.1 The contractor will be required to produce risk assessments and method statements for all hazardous operations to be undertaken by them which pose a risk to the health and safety of persons or a risk to the continuity of the client’s business.
- 4.5.2 They shall comprise a written risk assessment and a safe system of work procedures which must be undertaken in order to safeguard workers, passers-by, buildings, plant, and equipment when undertaking hazardous operations.
- 4.5.3 These hazardous operations shall include but shall not be limited
- All activities involving particular risk to health and safety as contained in the 2nd Schedule to the SHWWA (Construction) Regulations.
 - Hot work of any type e.g., welding, flame, cutting, grinding etc. The use of any tools or equipment, which may generate sparks or sources of ignition (within building or explosive environments).
 - Working on electrical equipment (e.g., work on/near live equipment).
 - Work on energised antennas.
 - Working aloft
 - Working on gas boilers
 - Working in battery power rooms.
 - Working adjacent to or involving hazardous materials/ substances.
 - Noisy operations.
 - Interference with the utility services

- Work involving remote controlled machinery.
- Interference with fire protection equipment.
- Storage and/or use of flammable liquids and materials.
- Working or testing of high pressure equipment.
- Use of Scaffold Towers/Gantries
- Working with or adjacent to hazardous materials/ substances

4.5.4 The risk assessment element shall be in the form of a spread sheet and for each activity it shall indicate the following:

- Hazard identified
- Probability of occurrence
- Severity/impact
- Risk level without intervention
- Proposed intervention/risk mitigation
- Revised probability of occurrence
- Revised severity level
- Risk level after intervention

4.5.5 The “probability” and “severity” of the hazard shall each be represented as numerical value typically 1 to 3. The product of these two factors shall represent the calculated risk level. The risk assessment must clearly show how the risk has been eliminated or reduced by reducing either one or both of these factors.

4.5.6 Method statements shall also be prepared for all such tasks and shall take into account the proposed risk mitigation methods. It should clearly outline on a step by step basis how the task is going to be carried out and the inherent residual risks at each stage of the process.

- The method statement should also outline the following:
- Time frame for each stage of the task
- The personnel involved
- Contingency plan if task fails
- Plant and technical equipment required
- Safety equipment required.

4.5.7 The method statement shall be approved by the engineer and or the clients on site agent and only when it is approved shall it be regarded as a “Permit to Work”.

5.0 Maintenance – General Requirements

5.1 Introduction

- 5.1.1 This section of the specification outlines general requirement for Planned Preventative Maintenance (PPM) and Reactive Maintenance (RM).

5.2 Computer-Aided Facility Management

- 5.2.1 The contractor must use a proprietary Computer-aided facility management (CAFM) system to enable the contractor to track and report on facilities information. The CAFM shall have integrated computerized maintenance management information system (CMMIS) software as well. This system shall have the latest technologies and be presented to the client.

- 5.2.2 In summary the system shall be capable of the following

- Asset Management
- Automatically scheduling PPM based on maintenance plans and or meter readings.
- Scheduling jobs, assigning personnel, reserving materials, recording costs,
- PPM tasks, including instructions, checklists, lists of materials required etc.
- Plant breakdown, details of repairs completed and repairs "to do".
- Inventory control - Management of spare parts, tools,
- Management of Safety Permits and other documentation.
- Produce status reports giving summaries of maintenance activities.
- Web-based, or LAN based

- 5.2.3 Asset Management data base shall store information such as purchase date, expected lifetime, warranty information, service contracts, service history, spare parts, and anything else that might be of help to the contractor.

5.3 Planned Preventative Maintenance

- 5.3.1 The Contractor is required to provide cover between the hours 7.30am to 8.00 pm Monday to Friday for all Planned Preventative Maintenance (PPM) activities. For all other times cover shall be provided on an emergency call-out basis with response times of no more than 1.5 hours.

- 5.3.2 At times when Oral hearings are taking place in the Conference Room a higher priority response of 30 minutes is required

- 5.3.3 PPM activities are specified throughout this document under the various sections covering M&E services. The Contractor shall note the following general requirements in relation to the PPM activities specified:

- They represent absolute minimum standard.
- They are generic and not specific to a particular manufacturer.
- In all instances, the manufacturer's requirements, shall be complied with and shall take preference where they exceed the requirements of this specification.
- A minimum of 24 hours' notice shall be given by email to facilitieshelpdesk@pleanala.ie for each PPM visit to site including a brief description of the service that will not be available to the Commission's staff during the activity.

5.3.4 PPM activities must only be carried out by technicians working for the manufacturer or their approved agent in Ireland. In all cases the technician must have received specialist training in the required system.

5.3.5 PPM shall include (but not be limited to) the following:

- Maintenance of all building elements including M&E plant
- Modifications and minor repairs to all equipment
- Fault finding and problem resolution of issues arising from the PPM
- Management of external contractors involved in maintenance and project work
- Performance reporting on PPM.

5.4 Reactive Maintenance

5.4.1 In addition to the PPM, the Contractor shall also be responsible for the delivery of an on-site Reactive Maintenance RM service. This shall include responses to all mechanical, electrical, and building fabric works that do not form part of the PPM activities.

5.4.2 The tenderer shall provide a professionally managed RM service, for reactive repairs and maintenance, 24 hours per day, 365 days per year.

5.4.3 All operatives, including General Operatives shall be required to report any defects discovered throughout the course of their daily activities to the Commission.

5.4.4 The Contractor shall be required to respond to requests for maintenance such that minimum disruption to the building operation and the activities of the Commission are achieved.

5.4.5 The required reaction times for various types of works “During” PPM Coverage Hours are defined as:

- | | |
|--|------------|
| ▪ Works affecting life safety | 15 minutes |
| ▪ Power interruption | 15 minutes |
| ▪ HVAC and electrical works to business-critical systems | 30 minutes |
| ▪ HVAC and electrical works normal office environment | 2 hours |
| ▪ Handyman / Porter requests | 4 hours |

5.4.6 The required reaction times for various types of works “Outside” PPM Coverage Hours are defined as:

- | | |
|--|------------------|
| ▪ Works affecting life safety | 1.5 hours |
| ▪ Power interruption | 1.5 hours |
| ▪ HVAC and electrical works to business-critical systems | 1.5 hours |
| ▪ HVAC and electrical works normal office environment | Next working day |
| ▪ Handyman / porter requests | Next working day |

5.4.7 All reactive maintenance call outs shall be closed within 24 hours of completion on site by reporting via email to facilitieshelpdesk@pleanala.ie giving a brief description of work carried out and condition of serviced item at completion of the call out.

5.5 Comprehensive Cover

5.5.1 Fully comprehensive maintenance cover shall be provided for the repair and maintenance of the building and the various M&E systems up to the first €500 excluding VAT within the Contractor’s Lump Sum Tender Price. Only costs in excess of this €500 excluding VAT shall be paid by the Commission. The €500 shall relate to each and every reactive maintenance activity including the following.

- Additional labour costs outside that tendered,
- Materials,
- Profit, Overheads, and any other relevant costs

5.5.2 The Commission shall audit any additional spend over this sum and reserves the right to have all claims evaluated by an external consultant.

5.5.3 The requirement for comprehensive maintenance cover will not apply to equipment or components that have clearly failed or require replacement due to vandalism or misuse. Major components in the VRF system such as compressors, condenser fans etc. are excluded. Rates for all such items must be provided in the Bill of Quantities referred to below.

5.6 Asset Register

5.6.1 A full asset register of all plant and equipment is included in Appendix 1 of this specification. Recommended maintenance schedules for all plant, systems etc. are specified below. All PPM and RM activities shall be logged on the Contractors CAFM Software.

5.6.2 Using the existing Building Engineering Service Asset Register, the Contractor shall be responsible for the work scheduling specifications, resource planning, updating and administration.

5.7 Staffing, General Duties and Competencies

5.7.1 Staffing levels must be sufficient to meet the scheduled PPM workload and support any additional RM requests. Staff must be multi-skilled, flexible, versatile, and work well in a team environment.

5.7.2 The demands of the contract may result in out of hours and non-standard work. Staff must be willing to meet these challenges as part of a conscientious and results oriented team.

5.7.3 The Contractor must include in their tender, profiles of multi-skilled Mechanical and Electrical technicians, handymen, carpenters, painters, decorators, and general operatives. All building services staff must be time served in their respective fields with proven previous maintenance experience in large corporate organisations.

5.7.4 The Contractor must also ensure that in addition to their specialist field all staff meet the following (non-exhaustive) basic requirements:

- Appropriate Health & Safety Training to include Safe Pass (FAS), manual handling and safe lifting, safety harness training
- Experience of BMS
- General fire systems training
- Life safety systems training
- Customer focus
- General hygiene and appearance
- First Aid qualifications (minimum of 2 staff members)
- Lift trap release training
- Portable Fire Fighting Equipment
- Access Control

5.8 Emergency Breakdowns

5.8.1 Emergency Breakdowns shall be monitored by number of occurrences and for what reason i.e., lack of maintenance, engineering error, service failure, age, or other cause.

- 5.8.2 In the event of breakdown, the measure shall be based on the time taken to respond and affect a successful repair, together with a recommendation to avoid a recurrence.

5.9 Contractual Performance Measures

- 5.9.1 Contractor payments shall only be made where work has been completed to the satisfaction of the Commission and shall include meeting the following monthly service levels:
- 5.9.2 Critical maintenance tasks shall be defined and agreed with the Commission upon appointment.

Service Delivery	Measure
Planned Preventative Maintenance critical	100% complete
Planned Preventative Maintenance noncritical	95% complete
Reactive maintenance	95% complete
Emergencies	100% responsiveness
Small Works	100% completed on time
Statutory inspections	99% compliance
Environment maintained	99% compliance
System availability	99% compliance

5.10 Forward Maintenance Programme

- 5.10.1 Within 3 months following the commencement of full operations, the contractor shall present The Commission with a 10 year Forward Maintenance Programme (FMP) and annually thereafter. The contractor shall review and agree this FMP with the Commission.
- 5.10.2 The FMP shall prioritise work and provide indicative costs for upgrade or replacement of each item. These costs shall be broken down into an appropriate level of detail to assist The Commission in planning and budgeting for Works.
- 5.10.3 The Contractor shall ensure that the FMP takes full cognisance of operational planned and reactive maintenance issues and that it compliments day-to-day activities. They shall demonstrate how these can be scheduled to obtain best value for The Commission both through their timing and implementation.
- 5.10.4 All Works up to a total inclusive value of €5,000 (including labour, materials, profit, overheads, and any other relevant costs) which appear on the FMP may be executed by the Contractor, subject to approval by the Commission.
- 5.10.5 The Contractor shall notify the Commission of any unscheduled activities as soon as they become aware of them. Likewise unscheduled activities that are generated by request of The Commission shall be notified to the Contractor. All such works shall be added to the FMP.
- 5.10.6 The Contractor may be invited to procure and/or project manage (but not necessarily execute) on behalf of the Commission, Works over a total inclusive value of €10,000 (whether scheduled or unscheduled). The Commission reserves the right to decide whether or not to offer the Contractor such opportunities. The threshold of €10,000 shall be reviewed periodically by the Commission and may be subject to amendment on a case-by-case or on a universal basis.
- 5.10.7 The Contractor shall propose and agree with the Commission a methodology which states clearly and unequivocally how they shall:

- Execute Works under the value of €10,000
- Procure and manage Works on behalf of the Commission over the value of €10,000.
- Meet the Commission's requirements for transparency, competition, demonstrating value for money, procurement and partnership.

5.11 Ceiling and Floor Tiles

- 5.11.1 It is the Contractor's responsibility to carry out any re-installation or re-levelling of raised access floors and suspended ceiling tiles associated with general maintenance for the mechanical and electrical services.

5.12 O&M Manuals

- 5.12.1 Upon appointment the Contractor shall receive a copy of available operating and maintenance manuals. These are incomplete and will not cover all installed plant and equipment. Similarly, as built drawings for the mechanical and electrical services installation are not available.

5.13 Hours Run

- 5.13.1 Operating records should be maintained and "hours runs" recorded to ensure that total running times between routine maintenance tasks do not exceed the periods recommended by plant and equipment manufacturers in respect of individual units of installed plant.
- 5.13.2 When a fixed operation cycle is not maintained in respect of plant provided with standby equipment, the standby equipment should be operated at regular intervals for a period sufficient to establish that the equipment shall operate satisfactorily when required for use.

5.14 Material Equipment and Spares

- 5.14.1 The Contractor shall provide all relevant consumable items associated with the general mechanical services maintenance of the building.
- 5.14.2 A quarterly reconciliation shall be undertaken with the Commission to confirm spends for all relevant consumable items. All related invoices must be made available for inspection at each quarterly review.
- 5.14.3 A critical spares list (including itemised costs) should be included in the tender return. The Contractor must define the lead times on all critical spares and advise the Commission of any non-standard products or where lead times are in excess of two weeks.

6.0 Heating Ventilation and Air Conditioning

6.1 Introduction

- 6.1.1 This section of the specification outlines proposed requirements for PPM of heating ventilation and air conditioning (HVAC) systems.
- 6.1.2 Each floor is served by an air-handling unit, which supplies filtered fresh air throughout the office space. Variable Refrigeration Volume VRV air conditioning units are used to cool or heat the air on each floor. The condensers are located on the roof and in the basement.
- 6.1.3 Air is extract from the office space via the ceiling void to the central office extract system.
- 6.1.4 The Communications Room is provided with 2 dedicated air conditioning units operating in a duty/ stand-by configuration.
- 6.1.5 A dedicated packaged air-conditioning system is provided for the conference room and meeting rooms on the ground floor.
- 6.1.6 A dedicated heat pump system is provided for the Boardroom.
- 6.1.7 A dedicated air-conditioning system is provided for the Atrium Area. This system comprises floor mounted AC units adjacent to the glazing.
- 6.1.8 An extract ventilation fan is provided for the atrium. This fan also acts as a smoke extract fan in the event of a fire.
- 6.1.9 The air conditioning systems are controlled centrally by a Mitsubishi G50 system.
- 6.1.10 The G50 is an advanced control system, specifically designed to work in conjunction with Mitsubishi "High Level" equipment which is, up to 10 condensing units and their respective indoor units. It is now a "discontinued product"
- 6.1.11 Ventilation Services including smoke ventilation systems shall be maintained as follows:

6.2 Air Handling Units - PPM

- Filter - Check manometer reading and renew filter media as indicated. See below
- Record manometer reading.
- Check Guide vane actuators and modulating dampers for correct operation
- Check condensate drains condensate carry-over and that drains are clear.
- Check for correct operation of Humidifier pumps, pumps sprays supply to tank
- Check for correct operation of Frost protection, boost thermostat and controls
- Drive belts and pulleys - Check tension, alignment, and condition.
- Re-tension or replace as necessary
- Damper and guide vane pivots and linkages - lubricate lightly
- Check that Motorised damper louvers are clear and not obstructed,
- Check that Motorised damper couplings are secure.
- Check that motor runs without excessive noise or vibration
- Check condition of heating and cooling coils.

- Check air and water pressure drops across coils.
- Vent air from heating and cooling coils
- Check condition and operation of controls and electrical connections.
- Re-calibrate and adjust as necessary
- Valves to be fully opened and closed and then reset at the original setting annually.
- Thoroughly clean interior and check for corrosion annually.
- On re-assembly check for air for tightness.

6.3 Filters - PPM

6.3.1 Disposable Filters

- Remove and replace at manufacturer's recommended final airflow pressure.
- Ensure that any spillage or dust is vacuumed away.
- Filters may have to be cleaned more frequently depending on site conditions and operating hours.
- After removal, used filters should be sealed into plastic bags for disposal.
- Ensure that any damaged seals or fasteners are replaced.
- All filter maintenance work to be carried out in the basement

6.3.2 Reusable (washable) filters

- Clean and replace as per manufacturer's recommendations.
- Filters should be cleaned every 1 months; however more frequent cleaning may be necessary where the atmosphere is dusty.

6.3.3 Kitchen extract grease filters

- Remove and clean as per manufacturer's recommendations.
- Frequency of cleaning is to be determined as per kitchen method statement.

6.3.4 Absorption type Filters

- Check for damage and corrosion and report if found

6.3.5 Filter cartridge

- Check fitting which should be tight. Replace if necessary. Frequency of changing will depend on site conditions and operating hours.

6.4 Fans and Motors - PPM

- Inspect bearings and lubricate as necessary. This does not apply to pre-packed bearings.
- Check bearings for end play and wear. Do not over pack with grease
- Clean housing and inspect for looseness and corrosion.
- Inspect Drives and belts, check condition and alignment of drive and shaft.
- Adjust or replace if condition warrants it.
- Clean and check fan wheels for tightness and fan rotation.
- Check sheaves and bearing collar for tightness.
- Check mounting bolts and tighten as necessary.
- Check anti-vibration mountings effectiveness

- Check guide vanes operation and adjust as necessary.
- Check operation of Automatic change-over control switch
- Inspect motor assembly annually
- Clean Impeller and ensure no build-up of dirt.
- Flexible conduit connections and wiring.
- Check for soundness and ensure terminal connections are secure.
- Check integrity of electrical insulation.
- Check and clean roof cowl intake/wall entry louver

6.5 Replacement AHU Fan Motors

- 6.5.1 The existing AHU fans are driven by 3 phase squirrel cage induction type motors. The contractor shall include in Their tender for replacing all existing AHU motors with high efficiency units to meet the minimum requirements for EFF1 as defined in the EU/CEMEP scheme.

6.6 Ductwork Systems - PPM

- Inspect access doors for any loose panels and secure
- Internal cleanliness - Test in accordance with HVCA TR/19.
- Check flexible connections for condition, leaks, and secure fittings.
- Inspect insulation for any damage or deterioration.
- Check that all fixings are secure and that all Anti-vibration mountings are effective.
- Check VCD position and ease of movement and security of locking devices.
- Ensure that damper opens and closes to desired positions.

6.7 Fire and Smoke Dampers - PPM

- Check action and proper operation.
- Inspect all dampers, apply a few drops of oil to the mechanism.
- Replace fusible links if required.
- Maintain a log of all dampers tested.
- Record faults and any remedial action taken.
- If any fire dampers are inaccessible advise Contract Administrator
- Check links on motorised dampers for wear and lubricate if needed.
- Ensure that blades on shaft are secure and are correctly aligned

6.8 Diffusers, Louvers and Grilles - PPM

- Examine, check, and clean.
- Check fixtures and tighten if necessary.
- Ensure damper settings are not disturbed
- Clean and check bird screens and insect screens for any damage.
- Replace if holed.

6.9 Kitchen Area Ventilation - PPM

- Test ventilation gas interlock system to ensure correct operation.
- Grease filters - Remove the grease filter and clean.
- Prior to replacement ensure that there is no build-up of grease in the adjacent ductwork.

- Monitor the grease trap in the basement.

6.10 Air Conditioning and Comfort Cooling System - PPM

6.10.1 PPM shall be provided for the air conditioning systems throughout the building as described below.

6.10.2 Any works to the VRV systems during the course of the contract shall be dealt with by fully certified Mitsubishi agents only and shall be carried out to Mitsubishi requirements.

6.10.3 Indoor Units shall be checked on a 6 monthly basis as follows:

- Check and clean filters
- Check that the evaporator fins are clear of dirt and comb fins if necessary
- Inspect fan motor blades
- Inspect circuit Commission
- Check that the expansion valves are operating correctly, repair or replace if necessary
- Check condensate lift pumps and check that drain is clear from foreign particles
- Test refrigerant system for leaks using an electronic leak detector
- Check that there is water in the condensate traps, fill u-trap with water where necessary
- Check that condensate freely flows to the main drain.

6.10.4 The Electrical Wiring should be checked in accordance with the electrical Services Section of this specification

6.10.5 Outdoor Condenser Units shall be checked on a 6-monthly basis as follows:

- Check operating conditions, (i.e., discharge/suction pressures, temperature, voltage and running currents). Provide a signed engineer's report, one copy to be left in Site Logbook and a further copy to be submitted to the Contract Administrator
- Check all electrical connections are secure
- Test refrigerant system for leaks using an electronic leak detector
- Remove the fan guard, confirm that the fan is correctly aligned, secure on the motor shaft and free to rotate
- Check the securing bolts on fan motor compressor and tighten if necessary
- Inspect the refrigerant controls
- Inspect all refrigerant devices
- Inspect all electrical devices (i.e., transformer relays, contactor etc.)
- Examine the condenser coil condition and comb fins if necessary

6.10.6 The System Refrigerant shall be checked annually to determine type and quantity of refrigerant in the system

6.10.7 Controllers shall be checked annually as follows:

- Check correct operation on LCD screen
- Check the display for correct temperature settings
- Check the time clock is correctly set and that program start and stop times are set
- Check presence and numbers of handheld controllers
- Change batteries where required

6.11 Replacement of VRV Air Conditioning Components

6.11.1 The contractor shall include for the replacement of all major VRV AC components which have reached the end of their useful life shall be costed in the Bill of Quantities in Appendix 7. All other VRV parts and consumables shall be included for the under the terms of the comprehensive cover.

6.11.2 WACs shall be checked on a 6-monthly basis as follows:

- Check and clean filters
- Inspect fan motor blades
- Check electric heater

6.11.3 The Electrical Wiring should be checked in accordance with the electrical Services Section of this specification

6.12 Control Panels - PPM

6.12.1 PPM shall be provided for all MCC's (Motor control centres) with or without integral BMS outstations as described below.

6.12.2 Control Panels should be kept clean and indicating and alarm lamps tested weekly.

6.12.3 Defective switches and lamps should be renewed at the time of inspection or as soon as possible following inspection.

6.12.4 Doors and access panels should be checked regularly to ensure that they sit correctly.

6.12.5 Instrument readings should be regularly checked and compared to ensure that indicated and recorded values are correct.

6.12.6 Weekly Routine Maintenance

- Check for defective control switches and indicator
- Replace failed lamps as required.

6.12.7 Six Monthly Routine

- Inspect interiors, for ingress of dust or moisture.
- Check for loose wiring connections or signs of local overheating.
- Clean and inspect motor starters.

7.0 Plumbing Services

7.1 Introduction

- 7.1.1 This section of the specification outlines proposed PPM requirements for plumbing services including hot and cold water and soils and wastes systems.
- 7.1.2 The main cold water and freshwater storage tanks are located in the basement and are each complete with packaged booster systems. The tanks are GRP sectional water storage tanks with sealed lids, vents, and format 30 finish.
- 7.1.3 Local electric water heaters serve the tea station and toilet areas on each floor. The water heaters are in toilet ceilings.
- 7.1.4 All pipe work is copper tube to BS 2871 solder jointed throughout except where exposed at sanitary fittings etc.

7.2 Water Booster Set - PPM

- 7.2.1 Twice yearly inspection of water booster set as follows:
 - Check control and safety switches including low water level cut-out
 - Test control, pressure relief and reducing valves and constant flow regulators for correct operation and rectify any faults.
 - Inspect and check gas cushion pressure and adjust as necessary. Ensure diaphragms are sound. Use oxygen free nitrogen for topping up pressure as necessary.
 - Run and carry out adjustments to ensure satisfactory operation.
 - Check operation of all automatic controls and changeover switches.
 - Simulate every function to ensure building management controls are working satisfactorily
 - Safety pressure relief valves shall be overhauled/certificated or replaced if necessary

7.3 Cold Water Storage Tank - PPM

- 7.3.1 Inspection of cold water storage tanks shall be carried out twice yearly as follows:
 - Inspect and report cleanliness and condition.
 - Check overflow and warning pipes are unobstructed and that the ends are conspicuous and well above the flood over level of a gulley.
 - Check requirement for disinfection.
 - If there is a need to disinfect whole system, advise client.
 - Generally, check that all items of equipment comply with legislation, byelaws, and codes of practice.
- 7.3.2 Annual Routine Maintenance
 - Carry out a water risk assessment for Legionella's and monitor to ensure compliance. A report to be submitted to the Commission by March each year.
 - The water tanks are to be fully drained, cleaned and sterilised annually.

7.4 Hot and Cold Water Services - PPM

- 7.4.1 Two Weekly Maintenance

- Check all taps and replace washers if necessary

7.4.2 Monthly Routine Maintenance

- Check cold water temperature (at outlet of taps, cistern, and fountains tank)
- Check hot water temperature (at outlet of taps and calorifier)
- Empty basement level grease trap

7.5 Electric Water Heater - PPM

7.5.1 Three monthly inspections of electric water heaters as follows:

- Visual inspection for leaks and damage
- Check water outlet temperature
- Inspect and tighten electrical connections as necessary, noting any signs of overheating
- Verify that earth continuity is provided through glands and that earth connections are secure

7.6 Water Coolers

7.6.1 A quarterly full service of water coolers to include the following:

- Visual inspection for leaks and damage
- Check water outlet temperature
- Inspect and tighten electrical connections as necessary, noting any signs of overheating
- Verify that earth continuity is provided through glands and that earth connections are secure
- Check condition of flexible conduits, wiring and insulation

7.7 Drainage General - PPM

7.7.1 Weekly Maintenance

- Check basement level grease trap and empty if required

7.7.2 Tenderers should note that there have been a number of blockages in the soils pipework over the years which required intervention from specialist drainage clearance contractors.

7.8 Emergency Plumbing

7.8.1 A one-hour response time for all emergency plumbing works is required by this contract.

7.8.2 Emergency plumbing work shall include but not be limited to clearance of blocked drains and toilets, repairing leaks and cleaning of all gullies and traps.

7.9 Fire Services - PPM

7.9.1 Weekly Routine Maintenance

- Inspect all dry riser equipment to ensure that inlet box, outlet valves, and couplings are serviceable.
- Operate test valve to test hose reel system.

7.9.2 Monthly Routine Maintenance

- Inspect portable fire extinguishers, ensure pressure gauge rests in the green zone and check for physical damage.

7.9.3 Six Monthly Maintenance

- Carefully inspect all dry riser equipment.
- Check Operation of all hose reel system valves and fire doors
- Carefully inspect hose reels and fire doors for damage or deterioration and test operation of hose reels automatic valves.

7.9.4 Annual Maintenance

- Fire safety engineer inspection of portable fire extinguishers.

8.0 General Electrical Services

8.1 Introduction

8.1.1 This section of the document provides a general description of the electrical services installation for the site.

8.1.2 General works shall include (but not limited to) the following:

- Maintenance of all electrical plant (See appendices)
- Modifications and repairs to all electrical equipment
- Fault finding and problem resolution of issues arising from the PPM and Reactive Maintenance programmes
- Liaison with and support of external contractors involved in maintenance and project work
- Supervision and support of external maintenance contracts
- Portable Appliance Testing
- Performance reporting on PPM and RM tasks.
- Maintenance of all LV switchgear and distribution Commissions
- Fault finding on fire alarm systems
- General lighting maintenance and lamp replacement
- Emergency lighting system

8.2 General Description of Electrical Services Installation

8.2.1 The E.S.B. supply is taken at low voltage from an indoor substation. The metering and main distribution switchgear is located in an adjacent switch room at ground floor level.

8.2.2 A separate distribution Commission is provided for each floor. All switchgear is designed in accordance with the IEC 439 and the ETCI Code of Practice for low voltage switchgear assemblies.

8.2.3 Sub-main cables are multi-core stranded copper conductor XLPE insulated, steel wire armour with PVC over sheaths.

8.2.4 Low voltage (LV) trunking is provided for conveyance of lighting, general services, and power final sub-circuit wiring. The extra low voltage (ELV) trunking is provided for conveyance of all ELV wiring including telephone, TV signals, security, data etc.

8.2.5 The essential services are backed up by a diesel powered standby generator located in the basement.

8.2.6 The IT room/data processing equipment is backed up by a UPS system located in the basement.

8.2.7 The main ESB supply and the generator are routed through an automatic load transfer panel, which forms part of the main switchboard. There is no history of significant power outages from the ESB.

8.2.8 All fire and intruder detection alarms are monitored by a central station. Alarms are also transmitted to the security station in the lobby.

8.2.9 An adequate complement of portable fire equipment is provided throughout the building.

- 8.2.10 CCTV coverage is provided around the entrances to the office building, the car park area and in some internal areas.
- 8.2.11 P.I.R. movement detection is provided within the office area of each floor as part of the security system.
- 8.2.12 An under floor power distribution system is provided which comprises PVC/SWA/PVC cables installed on cable tray in the floor void, each cable/circuit serving a multi-outlet under floor busbar unit installed in the floor void.
- 8.2.13 A floor service box complete with 13 amp sockets and RJ45 telecommunication sockets are provided adjacent to each of the workstations.
- 8.2.14 The floor boxes and power bars take power from an under floor busbar system while the telecommunications links are from an under floor multigang RJ45 distribution box.
- 8.2.15 General Service cleaning socket circuits are provided in kitchen and core areas and throughout the notional circulation routes. Hand driers are located in all toilet areas.
- 8.2.16 The fire alarm system was designed to comply fully with IS 3218:1989 Code of Practice for Fire Detection and Alarm Systems in buildings, category L1. The system comprises a central fire alarm panel, fire detectors, manual call points/break-glass units, input/output devices and fire sounders. The fire alarm system devices have been upgraded in 2015. An FM200 fire suppression system is provided in the IT room, and this was installed in 2009.
- 8.2.17 Audio Visual System is installed in the Conference Room, Meeting Rooms and Board Room.

8.3 Under floor Power Distribution/Desk Modules and Floor Box - PPM

- 8.3.1 PPM shall be provided as part of this contract for all under floor power distribution services, desk modules and floor boxes.
- 8.3.2 In general floor boxes shall be cleaned out regularly and the contractor shall be responsible for carrying out any minor repairs required.

8.4 Main Low Voltage Switchboard - PPM

8.4.1 Annual Routine Maintenance

- Check and record three phase load current and voltages from indicating instruments on main circuits.
- Record the positions of the main switches noting any unusual noises, vibrations, or smells.
- Carry out thermal imaging on connections, which can be safely accessed, whilst the switchboard is in operation,
- Check and report if phases, or neutral, are unbalanced or overloaded.
- Check load profiles and MD, using a suitable recording instrument, over a 7-day period.
- Check % harmonic voltage distortion, on main UPS distribution boards, using a suitable detector.
- Check busbars for visible signs of overheating, loose connection etc.
- Check integrity of busbar connections and tap-off connections. Use torque spanner to manufacturer's settings.
- Check electrical resistance of connections and joints with approved test equipment, such as a conductor tester, and (with all circuits isolated) check busbar insulation resistance.
- Main Circuit Breakers – check switching mechanism. Clean and lubricate as necessary, check both mechanical and electrical interlocks. Check and lubricate as necessary. Check tripping, and inter tripping, via test facility or current injection facility. Check isolation and withdrawal carriage if applicable. Clean and lubricate as necessary.

- Main Fuse Switches and Isolators – check switching mechanism. Clean and lubricate as necessary, check contact blades. Trim or replace if pitting or wear is evident, check terminations for tightness, check fuse rating against switch rating and/or circuit chart.

8.5 Distribution Board - PPM

8.5.1 Six Monthly Routine Maintenance

- Check operation of RCDs via test button.

8.5.2 Annual Routine Maintenance

- Check distribution board case for physical and mechanical damage; touch up paintwork after removing signs of corrosion.
- Check that door can be securely closed. If moisture present, check source and report.
- Check condition of distribution board and cable insulation and inspect for signs of overheating. If possible, identify cause of overheating and report.
- Carry out insulation resistance checks on the distribution board, and its incoming circuit, with outgoing circuits disconnected.
- Check fuse carriers and MCBs for damage.
- Check for evidence of overheating.
- Check circuit charts/schedules for accuracy of descriptions.
- Ensure labels are securely fixed to exterior of door.
- Check all phase, neutral and earth connections, and termination.
- Check conduit and cable glade terminations for tightness, noting any signs of overheating.
- Verify that earth continuity is provided, through glands or through separate earth bonding connections and that connections are secure.
- Record ratings of fuses and MCBs and applied MCCB settings. Note any discrepancies against record data and drawings.
- Check total load, plus TP&N loads, on the input to the distribution board
- Check the action and condition of the isolating switch, and that it is properly secured. Check for any signs of overheating.
- Check condition of any automatic supply changeover switches, including any signs of overheating, and check the functioning of control, indication & alarm circuits. Note the settings applied to any control, or time delay, relays.
- Undertake thermal imaging infra-red scan of distribution board when on load and report

8.6 Motors/Drive Element - PPM

8.6.1 Annual Routine Maintenance:

- Check condition of mountings and for correct alignment.
- Check ventilating louvers are clear.
- Any signs of excessive corrosion or damage should be investigated and reported to client.
- Lubricate where external nipples or lubricators are fitted. Check annular bearing wear to measuring shaft float and end play and replace lubricant in motor bearings.
- Check all parts of the commutator including slip rings and brushes for arcing and excessive wear.
- Check motor vent apertures are clear.
- Clean windings by blowing through with compressed air.
- Carry out insulation test of wiring and motor.

- Check terminals and connections to ensure that they are secure. Tighten as required, noting any signs of overheating. Check terminal block for damage, dampness, or corrosion, clean. Flexible conduits should be secure and free from damage or corrosion.
- Check and record motor full load current (FLC). The FLC should not exceed the value shown on the motor data plate.
- Check that the overload protection matches motor rated current
- Variable speed drives and other solid-state controls – Refer to manufacturer. Faults and any special maintenance requirements should be referred to the manufacturer as specialised skills are needed to deal with this type of equipment.
- Verify that earth continuity is provided, through glands or through separate earth bonding connections and that connections are secure.
- Record ratings of fuses and MCBs and applied MCCB settings.
- Check condition of flexible conduits, wiring and insulation

8.7 Light Fittings, Luminaires and Signage - PPM

8.7.1 Annual Routine Maintenance

- Check security of fixings and suspensions. Renew or re-fix as necessary.
- Cable connections – Check externally for security and signs of arcing or overheating. Tighten or secure as necessary.
- Check flexible down leads and connectors for deterioration, renew if necessary
- Diffusers and reflectors – Clean and correctly adjust before re-assembly.
- Lamp control gear – Check operation and compatibility with lamp.
- Switches – Check operation. Replace if faulty.
- Undertake a full visual inspection of external lighting fittings, including poles and fixings to structures. Report any identified deficiencies.

8.7.2 The contract shall include for the controlled disposal/recycling of all waste lamps in accordance with current WEEE Regulations. Contractor shall maintain all necessary disposal/recycling records for audit purposes.

8.7.3 Provision should be made for 12 hours every month for lamp replacement and other electrical issues. The 12 hours shall be divided over two site visits of 8 hours and 4 hours

8.8 Lightning Protection System - PPM

8.8.1 The existing lightning protection system comprises the following.

- Air termination network
- Down conductors
- Earth termination network

8.8.2 PPM shall be provided annually for the lightning protection system in accordance with IS EN 62305 as follows:

- Carry out continuity test of all lightning conductors
- Check all earths and test resistance to ground
- Carry out visual inspection of the entire system

- 8.8.3 The contractor shall engage a lightning protection specialist to carry out a Risk Assessment, based on confirmed local thunderstorm days per year in accordance with IS EN 62305-2. The lightning protection system is intended to protect the structure itself and the services within the building from effects of lightning induced electromagnetic pulses (LEMPs). The finished lightning protection installation shall be such that the risk to the structure is within the “RT” or tolerable risk, in accordance with I.S. EN 62305:2011 (and its subsequent revisions).

8.9 Hand Drier / Hair Drier - PPM

- 8.9.1 PPM shall be provided annually for all hand driers located within 24 no, toilet areas throughout the building and hair driers located in 3 No shower areas. PPM shall be as follows:

- Isolate power supply
- Remove cover, brush out fan unit and vacuum out the cabinet.
- Reassemble, connect power supply, and test unit.

8.10 Roller Shutter - PPM

- 8.10.1 PPM of roller shutters shall be provided full periodic maintenance schedules e.g., quarterly greasing, shall be prepared in accordance with manufacturers recommendations and agreed with the Commission prior to awarding of contract.

8.11 Audio Visual System - PPM

- 8.11.1 Comprehensive cover shall be provided by a reputable and experienced company as part of this contract for the audio-visual systems installed in the office. The ground floor Conference room has an Extron control system supporting Barco, Canon, Draper, Polycom, Sharp and Sony equipment, integrated to two adjoining meeting rooms. The list of equipment for the AV system is included in the asset register.
- 8.11.2 Full periodic maintenance schedules shall be prepared in accordance with manufacturers recommendations and agreed with the Commission prior to awarding of contract.

8.12 Building Management System - PPM

- 8.12.1 Comprehensive cover shall be provided by an experienced and reputable company as part of this contract for the Cylon Building Management System (BMS). The system is currently being upgraded.
- 8.12.2 Full periodic maintenance schedules shall be prepared in accordance with manufacturers recommendations and agreed with the Commission prior to awarding of contract.

8.13 Inspection and Testing of Fixed Electrical Installation

- 8.13.1 The contractor shall include for full “verification, inspection and testing of the electrical installation” in accordance with Part 6 of the current edition of the National Rules for Electrical Installations (I.S. 10101) as published by the National Standards Authority of Ireland (NSAI). All testing shall be carried out by a Registered Electrical Contractor (REC). A detailed report in the format specified in Annex 6A of the National Rules for Electrical Installations (I.S. 10101) shall be submitted upon completion, alongside the appropriate Safe Electric Completion Certificate. This inspection must be completed by the end of 2027.
- 8.13.2 The Contractor shall provide and use calibrated test instruments conforming to the relevant parts of the I.S. EN 61557 series, specifically including:
- Low resistance ohmmeter / continuity tester conforming to I.S. EN 61557-4
 - Insulation resistance tester conforming to I.S. EN 61557-2

- Earth fault loop impedance tester conforming to I.S. EN 61557-3
- Earth electrode resistance tester conforming to I.S. EN 61557-5
- RCD tester capable of verifying operating times and trip currents in accordance with I.S. EN 61557-6, to ensure compliance with the current I.S. 10101 wiring regulations
- Polarity Tester

All instruments must hold a valid, traceable calibration certificate at the time of testing.

8.13.3 Annual calibration certificates shall be provided at the request of the Commission.

8.13.4 A general visual inspection shall be carried out to check and or identify the following:

- A sample of joints and connections
- Identification and condition of conductors
- Condition of flexible cables and cords
- Internal inspection of a sample of switching devices
- Presence and integrity of fire barriers where reasonably practicable
- Means of protection against direct contact with live conductors
- Means of protection against indirect contact with live conductors
- Condition and accessibility of protective devices and switching devices
- Condition and integrity of enclosures and mechanical protection
- Correct labelling of installations
- Any changes to external influences which may affect the installations
- Any non-compliant alterations to the installation

8.13.5 A minimum of 10% of the installation shall subject to detailed inspection and testing. If significant failings are identified, the sample shall be increased to 100%

8.13.6 Protective conductor continuity shall be tested between the earth terminal of distribution Commissions and the following exposed-conductive-parts:

- Socket outlet earth connections
- Accessible exposed-conductive-parts of all current-using equipment and accessories including all lighting points, fixed equipment etc.
- All bonding main conductors bonding conductor's continuity
- All necessary supplementary bonding conductors

8.13.7 Continuity tests shall be carried out for all Ring circuit

8.13.8 Insulation resistance shall be measured between the live conductors, (phases and neutral connected together), and earth at all final distribution Commissions. Phase to neutral tests must not be made with electronic devices in circuit

- At main and sub-main distribution panels, with final circuit distribution Commissions isolated from mains.

8.13.9 Polarity tests shall be carried out in the following locations

- Origin of the installation
- Distribution Commissions
- Accessible socket outlets
- Extremity of radial circuits.

8.13.10 The earth electrode resistance of each earth rod or group of rods shall be tested separately, with the test links removed, and with the installation isolated from the supply source.

8.13.11 Earth fault loop impedance should be measured at the following positions

- Origin of the installation
- Distribution Commissions
- Accessible socket outlets
- Extremity of radial circuits.

8.13.12 RCDs followed by operation of the functional test button and by use of a proprietary RCD test instrument as described above.

8.13.13 Circuit breakers and isolators shall be manually operated to prove that the devices disconnect the supply

8.13.14 The information established from the tests and inspections shall be recorded onto circuit designation charts using typed spread sheets with clear unambiguous information in the sample format indicated below. A separate chart shall be provided for each distribution Commission in A4 landscape format.

Dist Board Reference			DB 2.5L			Location	Room 5	Test Results		
Cct No.	Location	Load Connected	Protective Device		Wiring			Insul Res	LEL Imp	RCD Trip
			A	Type	Size mm ²	Type	Cable Mangnt	MΩ	Ω	Secs
1R	Room 1	6 No 2X58W corrosion proof	10	Fuse	1.5	PVC	Steel Con & Trunk			
1S	Room 2	1 No 3kW undersink water heater	10	Fuse	2.5	PVC SWA PVC	Tray			
1T	Room 3	6 No Twin sockets	10	Fuse	4	NYMJ	Clipped direct			

8.13.15 The circuit designation charts shall also indicate the following test information

- Insulation Resistance Tests
- Earth Continuity
- Line Earth loop impedance.
- RCD tripping times

8.13.16 The contractor shall add the circuit references (as recorded in the circuit designation charts) on to the survey drawings and amend them using AutoCAD if required.

8.13.17 During the testing exercise the Contractor shall label any accessories which are not already labelled. They shall use an electronic label-making device to produce self-adhesive labels for each accessory to identify the particular final circuit serving each accessory the labels shall be black text on white tape, 5mm high text.

8.13.18 A Periodic Inspection Report shall be submitted upon completion and shall consist of the following sections:

- Purpose of report / electrician's details etc.
- Summary of installation/inspection including schematic diagram
- Summary of defects including photographs
- Elements tested

- Test result certificates
- Recommended Works/Costs
- Test instruments used

8.13.19 The Contractor shall provide one “hard” copy, bound in a folder and one “soft” copy in PDF format on CD-ROM

8.13.20 The report shall be compiled in a logical, methodical manner, progressing from the main Commission to final sub-circuits. All defective parts of the installation shall be photographed and presented in the report with a description of the defect and recommended remedial action for instruction by the Commission.

8.14 Portable Appliance Testing (PAT)

8.14.1 The Contractor shall include for an annual inspection and testing of all portable appliances and their associated flexible leads as described below. PAT works shall not apply to PCs and similar ICT equipment other than their power leads. In summary PAT shall include the following:

- Preliminary visual inspection
- Earth continuity tests (for Class 1 equipment)
- Insulation testing (Which may sometimes be substituted by touch current measurement)
- Functional checks.

8.14.2 The tests shall be carried out using proprietary portable appliance testing (PAT) equipment.

8.14.3 A visual inspection shall be carried out to establish the following:

- Check cables are located so as to prevent damage occurring.
- Check that means of disconnection/isolation is readily accessible
- Check adequate ventilation and cooling and that ventilation points are not obstructed.
- Check that cups, plants and work material are placed correctly to prevent spillage
- Check that equipment so positioned as to avoid strain on the cables or cords.
- Check equipment is being operated with the covers in place and any doors are closed
- Check that there is no indiscriminate use of trailing socket outlets.
- Check that no unprotected cables run under carpets
- Inspect the flexible cable
- Inspect the socket outlet, spur, or flex outlet
- Inspect the appliance - does it work and is it free from cracks or damage

8.14.4 The plug top of each appliance shall be checked as follows:

- Check detachable power cords to Class 1 equipment incorporates an earth cable
- Check for signs of overheating
- For rewirable plugs check that plug is wired correctly, and connections are tight
- Check that correct size fuse is fitted with British Standard or ASTA markings
- Check that plug cover is properly fitted and that cord grip is tightened

8.14.5 An earth bond test shall be carried out annually on all Class 1 equipment. Readings should be less than $0.1+R$ Ohms (where R is the resistance of the cable) Tested at a current of 1.5 times the rating of the fuse and no greater than 25A for a period of between 5 and 20 seconds or with a short-circuit test current within the range 20mA to 200mA.

8.14.6 The insulation resistance of the appliance should be tested annually using a 500 VDC tester. The result should not be lower than the following minimum:

- Class 1 Heating equipment greater than 3kW - 0.3 MΩ
- Class 1 All other equipment 1 MΩ
- Class 2 Equipment 2 MΩ
- Class 3 Equipment 250 KΩ

8.14.7 Earth leakage test: The following values should not be exceeded:

- Class 1 Handheld Appliances 0.75mA
- Other Class 1 Appliances 3.5mA
- Class 2 Appliances 0.25mA

8.14.8 Flash Test:

- No flashover or breakdown shall occur

8.14.9 The appliance shall be powered from the mains supply and a power consumption reading taken. This reading should be compared to the wattage rating stated upon the appliance label. Any discrepancies should be noted

8.14.10 PAT Records should include the following:

- A register of all Equipment
- A record of formal visual inspections and tests
- A repair register
- A register of faulty equipment

8.14.11 A label should be attached to each appliance indicating:

- Appliance Number
- Passed
- Date Next test due date
- Tester's identity

9.0 Emergency Lighting

9.1 Introduction

- 9.1.1 This section of the specification outlines proposed requirements for the service and maintenance of the emergency lighting system.
- 9.1.2 The contractor or specialist sub-contractor should have specific competency in the field of emergency lighting design, installation, testing, commissioning, and certification.
- 9.1.3 Throughout the two year contract period the Contractor shall carry out the following:
- Carry out 3 monthly - 1/2 Hour duration tests – 3 No per year – 9 No in total
 - Carry out annual 3 Hour duration tests – 1 No per year – 3 No in total
 - Replace parts as required based on agreed tender rates
 - Install new points as required based on agreed tender rates
- 9.1.4 On the first 3 monthly visit to the site the Contractor shall carry out an initial survey to determine the status of the Emergency Lighting System relative to the current standards.

9.2 Qualification requirements Service Engineers

- 9.2.1 Any service engineer employed by the Contractor for commissioning, inspecting, and servicing emergency lighting systems shall be deemed to be a competent person who has adequate training, knowledge, and experience in both the requirements of the current National Standard for Emergency Lighting (I.S. 3217:2023) and the systems' components. The engineer must also have access to relevant tools, equipment, documentation, and knowledge of any special procedures as recommended by the manufacturer(s). The Contractor must demonstrate that they have competent staff to carry out inspection, testing, and commissioning of emergency lighting systems. A QQI Level 6 Special Purpose Award in Emergency Lighting Systems Commissioning under the National Framework of Qualifications (NFQ) could assist in demonstrating this competence.

9.3 Emergency Luminaire Test Schedule

- 9.3.1 The contractor shall prepare a detailed test schedule which shall list every emergency luminaire in the building. The schedule shall be in the form of a spread sheet and shall include the following information.
- Luminaire reference No – 02/075 (2nd Floor Emergency fixture No 75)
 - Luminaire and lamp Type – E.g., Box Exit Sign type BEX 5 – 8W T5
 - Location – e.g., Gents Toilet
 - Distribution Board Reference – e.g. DB L2
 - Circuit reference – e.g., 2R
 - Physically Inspected – Yes or No
 - Any issues - If Yes describe otherwise No

9.4 Periodic Inspection and Testing

- 9.4.1 Emergency Lighting Inspections and tests shall be carried out at the following intervals:
- Weekly.
 - Three-monthly.

- Annually.

9.5 Weekly Test

9.5.1 A test shall be made once every seven days to ascertain that:

- A fault recorded in the logbook has been given urgent attention and the action noted,
- Every lamp in a maintained system is lighting,
- The LED in charging circuit is illuminated,
- Any fault found is recorded in the logbook and the action taken and noted.

9.6 Three-Monthly Test

9.6.1 Each self-contained luminaire and internally illuminated escape route sign shall be energized from its battery by simulation of a failure of the supply to the normal lighting for 30 minutes.

9.6.2 During this period all emergency lighting points shall be examined visually to ensure that they are functioning correctly.

9.6.3 At the end of the test period the supply to the normal lighting shall be restored and each indicator lamp checked to ensure that it is showing that the normal supply has been restored.

9.7 Annual test

9.7.1 The fourth of the three-monthly test each year shall be carried out described above but shall be a full duration (3 hour) test

9.8 Measurement of Illuminance Levels

9.8.1 The Contractor shall take measurements of illuminance levels from the emergency lighting system in accordance with the method prescribed in the current edition of the National Standard for Emergency Lighting (I.S. 3217:2023).

9.8.2 These shall be measured and recorded after any recommended upgrade works have taken place. Any areas where the emergency lighting illuminance values are below those mandated in I.S. 3217:2023 shall be marked on the "As-Installed" drawings, recorded in the Emergency Lighting Logbook, and included in the Certificate of Quarterly Inspection and Testing.

9.9 Time for Recharging.

9.9.1 Owing to the possibility of a failure of the normal lighting supply occurring shortly after a period of testing of the emergency lighting system or during the subsequent recharge period, all tests shall be undertaken at a time of minimum risk to be agreed with the Commission. This is particularly important in relation to the annual 3 hour duration test.

9.10 Periodic Inspection and Testing Certificate

9.10.1 After each 3-monthly visit, the Contractor shall issue a Certificate of Quarterly Inspection and Testing in accordance with the relevant Annex of the current edition of the National Standard for Emergency Lighting (I.S. 3217:2023).

9.10.2 This certificate shall be printed on the Contractor's headed paper, clearly showing the company's details along with the following information relevant to the specific Periodic Inspection and Testing.

- Name & address of premises
- Date of inspection and test
- Inspection and test carried out by
- NSAI Registration No
- Time of Arrival on site
- Time of departure from site

9.11 Emergency Lighting Logbook

9.11.1 The Contractor shall provide a new Emergency Lighting Logbook for the Site to comply with the requirements of the current National Standard for Emergency Lighting (I.S. 3217:2023). The logbook shall be a four-ring A4 binder with an insert on the front cover entitled: "An Coimisiún Pleanála Office, 64 Marlborough Street – Emergency Lighting Logbook – Do Not Remove from Site". The Logbook shall be retained at the Security Desk.

9.11.2 The Logbook shall be divided into distinct sections as follows:

- Log sheets to record all events as specified in I.S. 3217:2023
- Certificates of Quarterly Inspection and Testing with full Test Schedules
- A3 / small-scale "As-Installed" drawings of the building
- Contents and records of the previous Logbook, where applicable

9.12 Replacement of Emergency Lighting Components

9.12.1 The contractor shall replace of lamps as required to maintain the system fully compliant. Where batteries and emergency packs have reached the end of their useful life they shall be replaced.

10.0 Fire Alarm Systems

10.1 Introduction

- 10.1.1 This section of the specification outlines proposed requirements for the service and maintenance of the Fire Alarm system. The fire alarm devices were upgraded in 2015 however the wiring was not upgraded.
- 10.1.2 The specialist fire alarm sub-contractor should have specific competency in the field of Fire Alarm design, installation, testing, commissioning, and certification and shall be certified by a certification body that is accredited by a member of the European Cooperation of Accreditation (EA)
- 10.1.3 Throughout the contract period the contractor shall carry out the following:
- Carry out 3 monthly inspections— 4 No per year
 - Replace parts as required

10.2 Qualification requirements Service Engineers

- 10.2.1 Any service engineer employed by the Contractor for commissioning, inspecting, and servicing Fire Alarm systems shall be deemed to be a competent person who has adequate training, knowledge, and experience in both the requirements of I.S. 3218 standard and the systems' components, in addition having access to relevant tools, equipment, information and knowledge of any special procedures as recommended by the manufacturer(s). The contractor must demonstrate that they have competent staff to carry out inspection, testing and commissioning of fire alarm systems.
- 10.2.2 They shall hold certificates of competency in the servicing and maintenance of the fire alarm equipment typically installed. Such certificates shall only be acceptable from accredited Certification Bodies.

10.3 Fire Alarm Test Schedule

- 10.3.1 The specialist maintenance contractor shall prepare a detailed test schedule which shall list every fire Alarm device in the building. The schedule shall be in the form of a spread sheet and shall include the following information.
- Device reference No – 02/075
 - Device Type – E.g., optical smoke detector
 - Location – e.g., Room 101
 - Physically Inspected – Yes or No
 - Any issues - If Yes describe otherwise No

10.4 Periodic Inspection and Testing

- 10.4.1 The servicing and maintenance of the fire alarm systems shall be carried out in strict accordance with the requirements of I.S. 3218: 2024.
- 10.4.2 Inspections and tests shall be carried out at the following intervals:
- Weekly.
 - Quarterly i.e. Three-monthly.
- 10.4.3 The system should not be left disabled during the test. Sounders should not be disabled unless the panel is monitored by a competent person who could reenable the sounders in the event of a genuine alarm occurring.

- 10.4.4 They shall write up their maintenance report outlining any findings and recommendations. A member of Commission staff shall sign off and the report shall be left at the Security Desk.

10.5 Weekly Testing

- 10.5.1 Weekly tests shall be carried out in accordance with IS3218 2024.
- 10.5.2 A different manual call point shall be tested each week to check that the control panel and alarm sounders operate satisfactorily.

10.6 Three Monthly Test and Inspection

- 10.6.1 The following is a summary of the Tests and Inspections to be carried out on each of the three monthly maintenance visits.
- A visual inspection should be made to check whether structural or occupancy changes have been made that require changes to the fire detection and fire alarm system.
 - 25% of all fire alarm trigger devices, i.e., detectors, break glass unit should be tested during each visit so that at the end of each year all devices will have been tested. Please refer to “Servicing of Fire Alarm Trigger Devices” below
 - Facilities for automatic transmission of alarm signals to an alarm receiving centre (ARC) should be checked after advising the ARC of the proposed actions
 - The logbook should be inspected
 - False alarm records should be checked, and relevant action taken if necessary
 - Batteries should be checked and tested
 - Control panel functions should be checked and tested
 - All fault indicators and circuits should be tested and checked
 - Printers should be tested
 - Other checks and tests recommended by the manufacturer should be carried out
 - Outstanding defects should be reported, and the logbook completed, and servicing certificate issued.
 - The switch mechanism of every break glass unit should be tested
 - Every automatic fire detector should be examined and functionally tested.
 - All fire alarm devices (both visual and audible) should be tested
 - Visual inspection of readily accessible cable fixings should be undertaken
 - The cause and effect programme / fire Alarm Strategy should be checked on every visit
 - The standby power supply capacity should be checked
 - Other annual checks and tests recommended by the system component manufacturers should be undertaken
 - Outstanding defects should be reported, and the servicing certificate issued.

10.7 Servicing of Fire Alarm Trigger Devices

- 10.7.1 Tests shall be carried out annually i.e., 25% of all detectors during each service visit.
- 10.7.2 The recommended test methods are listed below for the types of detectors likely to be found.
- Break Glass Unit: Test switch mechanism by insertion of key
 - Heat Detectors: Application of suitable heat source
 - Smoke Detectors: Pass simulated smoke into detection chamber
 - Carbon Monoxide: Pass carbon monoxide (CO) into detection chamber
 - Multi Sensor: Combination of smoke, heat, and CO.

- Air Sampling: Refer to manufactures requirements.
- Beam Detectors: Refer to manufactures requirements.
- Flame Detectors UV and IR Torches: Refer to manufacture requirements

10.7.3 The Contractor shall record the sequence of testing on an area by area basis. They shall ensure at the end of the test that all alarms were logged, and that alarm type and location were correct in each case.

10.7.4 Immediately after carrying out the test on the device the Contractor shall affix a small adhesive label onto the device. The label shall be marked “tested” with boxes below for insertion of the date in dd/mm/yy format.

10.8 Periodic Inspection and Testing Certificate

10.8.1 After each quarterly maintenance visit, the specialist maintenance contractor shall complete and issue an Annex F Schedule of Servicing & Testing in strict accordance with the model format shown in the current edition of the National Standard for Fire Detection and Alarm Systems (I.S. 3218:2024).

10.9 Fire Suppression System Maintenance

10.9.1 Full comprehensive maintenance cover shall be provided by an experienced and reputable company for the FM200 fire suppression system within the IT room. In addition to the fire detection and alarm requirements specified above the following checks shall be carried out:

10.9.2 Monthly Routine Maintenance

- Visually inspect agent levels, panels, nozzles, and systems pressures
- Inspect system control valves

10.9.3 Annual Routine Maintenance

- Check FM200 levels
- Test operation of system including auxiliary systems such as dampers and interlocks.

10.10 Fire Alarm Logbook

10.10.1 The specialist maintenance contractor shall provide a new Fire Alarm Logbook for the site to comply with the requirements of IS 3218 2024. The logbook shall be a four ring A4 Binder with an insert on the front of the cover entitled “Coimisiún Pleanála Offices Marlborough Street” – Fire Alarm Logbook – Do Not Remove from Site”. The logbook shall be kept at the security desk. The Logbook shall be divided into a number of sections as follows:

- Log Sheets to record all events as specified in IS 3218 2024
- Periodic Test and Inspection Certificates with Test Schedule
- A3 / small scale drawings of the building
- Contents of the previous Logbook where applicable.

11.0 Security Systems Maintenance

11.1 Introduction

11.1.1 This section of the specification outlines proposed requirements for the service and maintenance of the following Security Systems.

- Intruder Alarm
- Access Control - 30 No. Maglock access controlled doors
- Access Control – 8 No. Motorised access controlled doors
- Access Control – 1 No. Motorised Shutter
- Access Control – 1 No Basement carpark traffic barrier
- Intercom - 6 No. entrance door intercoms
- CCTV Systems
- Car Park Exit Monitor

11.1.2 The intruder alarm system consists of perimeter protection and comprises the following elements

- Control Panels
- Alarm Sounders
- Digi dialler
- Magnetic Contacts
- Internal PIRs.

11.1.3 The CCTV installation consists of

- 16 No. CCTV cameras, these cameras are IP
- Digimaster Ganz - Digital multiplexer
- 2 No. Monitors.

11.1.4 Service and maintenance and all necessary improvements works to the existing security system shall comply fully with the requirements of EN 50131 (Intruder & Hold-Up Alarms), EN 62676 / IEC 62676 series (Video surveillance systems for use in security applications), the EN 60839-11 series (Electronic access control systems) and all other European Standards referred to within those standards.

11.2 PSA - Registration

11.2.1 The security sub-contractor must be registered with the Private Security Authority (PSA) and must comply with PSA 74:2019 (Licensing Requirements for Security Service Providers). This covers company organization, staffing, vetting, and training. They must have a quality management system in place meeting the requirements of PSA 74:2019 (as published by the PSA) in relation to company organization, operations, staffing and training.

11.3 Qualification requirements Service Engineers

11.3.1 All service engineers employed by the Contractor for commissioning, inspecting, and servicing Security Systems shall hold a recognized qualification in servicing and commissioning of Security Systems.

11.3.2 A copy of each service engineers CV and technical educational certificates must be included with the tender submission. The preferred format for the service engineer's CVs is a single A4 page with the following information.

- Candidate Name
- Qualifications
- Year of qualification.
- Number of years with your company as an “employee”.
- Specialist Qualifications in other areas including health and safety training

11.4 Security Systems – Common PPM Requirements

11.4.1 This section outlines PPM requirements that are common to all Security Systems in Intruder Alarm, Access Control and CCTV Systems

11.4.2 They shall leave the site in a clean and tidy manner removing any old faulty equipment including Batteries.

11.4.3 The Engineer will visually inspect the following to ensure:

- That all the equipment is undamaged and firmly secured.
- That all the fuses are correctly fitted and of the correct value.
- That all the cable connections are secure.
- That all the cables are undamaged and free from any chaffing.
- That all the equipment is generally clean and rust free.

11.4.4 The Engineer will inspect and test all power supply units and batteries to ensure

- That the mains voltage is between 220-230 volts.
- That all units are correctly earthed.
- That the battery terminals are free from corrosion.
- That the batteries take over the system when the mains voltage is removed.
- That all batteries maintain correct voltage during discharge
- To date all batteries as confirmation of all of the above.

11.5 Intruder Alarm Systems – PPM – Six Monthly

11.5.1 Detection Devices: The Engineer will test each circuit to ensure.

- That each detection device activates and indicates on the controls correctly.
- That each detection device is free of any obstruction and has the correct angle of detection.
- That each panic button activates and indicates on the controls correctly.
- That any shunt switches are working correctly.

11.5.2 Signalling Devices: The engineer will test the signalling devices to ensure:

- That each channel is configured correctly.
- That each channel communicates with the monitoring station correctly.
- That the line fault monitor is working correctly (if applicable).

11.5.3 Audible Devices: The engineer will test the audible devices to ensure:

- That all internal sounders activate for a minimum of 30 seconds.
- That all external sounders activate for a minimum of 30 seconds.
- That the external sounders hold off unit activates when 12 volts are removed for a minimum of 30 seconds.
- That any bell delay and the bell cut of timers are programmed correctly.

11.5.4 The engineer will test the control panel and accessories to ensure:

- Each circuit is programmed correctly.
- That the entry and exit times are set correctly.
- That the date and time has been set correctly.
- That the control panel is clean and free from corrosion inside and out.

11.5.5 Check the log to confirm that there has been no false alarms within the last 28 days. If there has been a false alarm within the last 28 days, investigate cause and be satisfied that the reason has been rectified.

11.5.6 The engineer shall also:

- Set the system (full or part set).
- Activate a detection device.
- Activate a 2nd detection device.
- Un-set and reset the system.

11.6 Access Control and Motorised Door Systems – PPM - Six Monthly

11.6.1 The engineer will test each door reader to ensure.

- That each reader is working and signalling the controller correctly.
- That all led indicators on the reader's; access granted/access denied are working correctly.
- That all equipment is clean and rust free.

11.6.2 The Engineer will test each door controller to ensure.

- That it is working and signalling the master controller correctly.
- That all LED indicators on the controller are working correctly.
- That the master controller is transmitting the correct information to any computer if connected.
- That all fire alarm system interfaces are working correctly.
- That all equipment is clean and rust free.

11.6.3 The engineer will test the locking mechanism to ensure:

- That each locking device is working correctly.
- That each locking device is clean and rust free.
- That each locking device is well lubricated for correct use.
- In cases where maglocks are used to confirm that these units and any brackets are secure to the door frame and the armature is secure to the door.
- If door loops are used to confirm that these allow the doors to open fully and are free from any chaffing.

11.7 CCTV Systems – PPM – Six Monthly

11.7.1 The Engineer will inspect all CCTV cameras to ensure the following:

- That each Camera Lens is focused correctly.
- That auto iris lenses operate correctly.
- That each camera's view is free of any obstruction including signage and foliage etc.
- That any external housings, brackets etc. are clean and rust free.

11.7.2 The engineer will inspect all PTZ cameras to ensure

- That all cable connectors are secure, undamaged, and free from chaffing.
- That these units pan, and tilt mechanism operates correctly.
- That the cameras zooms correctly without going out of focus.

11.7.3 The Engineer will inspect all Switching and Radio Equipment to ensure

- That each Channel on the controllers works correctly.
- That all Radio Equipment is transmitting a strong signal at the correct frequency.

11.7.4 The Engineer will inspect all Monitors to ensure:

- That each Monitor shows a good image without ghosting.
- That any wall/ceiling mounted Monitors are securely fitted.

11.7.5 The Engineer will inspect all Recording Equipment to ensure:

- That each channel is programmed and responding correctly.
- Check the play back to confirm the operation of any infrared lighting.
- That the unit is recording and playing back correctly.
- In the case of digital video recorders that all hard disks are working and the length of record time is noted.

11.7.6 The engineer will inspect all monitored CCTV systems to ensure:

- That the monitoring station is receiving all the correct images.
- That the devices triggering the monitoring station are working correctly.

11.8 Car Park Traffic Barrier – PPM – Six Monthly

11.8.1 Twice annual routine maintenance shall be provided for the car park traffic barrier as follows:

- Barrier – Check vertical and horizontal position
- Limit switches – Inspect condition and adjust as necessary
- Safety switch – Check operation
- Push button for barrier operation – Check condition
- Drive motor and brushes – Check for correct operation
- Motor overload – Check for correct operation and adjust as necessary
- Induction loop – Check operation.
- Electrical Connections – inspect and tighten as necessary, noting any signs of overheating
- Earthing and Bonding – Verify that earth continuity is provided through glands, separate earth connections etc., and that connections are secure.
- Flexible Connections – Check condition of flexible conduits, wiring and insulation

12.0 Standby Generator Maintenance

12.1 Introduction

12.1.1 This section of the specification outlines proposed PPM requirements for the standby generator

12.2 Monthly Routine Maintenance

- Check condition of battery, its electrolyte level, and connections.
- Check battery, float charge current and voltage
- Inspect for oil or water leaks, loose guards, hoses & connections
- Check and record coolant level, lube, and fuel oil levels,
- Check that auxiliary power supplies are on,
- Check for any abnormal alarms or indications,
- Check Control switch and EPO positions,
- Check status of the generator circuit breaker, i.e., open or closed.
- Simulate phase failure condition and run generator “on load” for 30 minutes.
- Top up the day tank after each test.

12.3 Annual Routine Maintenance

- Check fans and alternator drive belts for wear, tension, and alignment.
- Check operation of low lube oil and high coolant shutdown switches.
- Check operation of Low water switch
- Check coolant level.
- Ph (acidity) and S.G. (specific gravity) should be checked regularly by the operator. Check Injector pump drive belts – check wear and tightness.
- Check operation of auto-change facility
- Check operation and starting sequence.
- Check operation of sump heater
- Check operation of fuel pump and its controls where applicable
- Test generator on building load, outside of peak business hours.
- Check & record information, as above, along with lube oil and water temperatures.
- Test run generator ‘on building load’, during peak business processing, for four to six hours.
- Check and record information, as above, along with lube oil and water temperatures and load, at half hour intervals.
- Alternator Windings – Clean by blowing through with compressed air.
- Replace sealed lead acid batteries, which are three years old.
- Top up the day tank after each test.

12.4 Power Outage

12.4.1 In the event of a power outage the contractor shall provide attendance for the extent of the outage and to replenish the fuel as required.

13.0 Uninterruptible Power Supply

13.1 Introduction

- 13.1.1 This section of the specification outlines proposed PPM requirements for the Uninterruptible Power Supply (UPS) system. The existing 10 KVA UPS was upgraded in 2020.
- 13.1.2 Full comprehensive maintenance cover shall be provided by an experienced and reputable company for the replacement of the battery packs.

13.2 Weekly maintenance

- Check UPS event and alarm logs.
- Visually inspect all of the UPS equipment and battery.

13.3 Six Monthly Maintenance

- 13.3.1 The following is a summary PPM tasks to be carried out on a six monthly basis in addition to any other tasks recommended by the equipment manufacturer:
- Check that the system's environment is within specified operating conditions including but not limited to room Temperature, airflow, dust contamination, etc.
 - Check and record the ambient temperature of the UPS equipment & battery.
 - Visually inspect all of the UPS equipment and battery.
 - Check for any exceptional conditions that could affect the performance of the UPS.
 - Clear any build-up of dust from the UPS.
 - Inspect all power and control components and wiring termination points
 - Check UPS event and alarm logs.
 - Check that all firmware / software updates are installed as required
 - Check and record all voltages and current reading on the rectifier, battery, and inverter.
 - Check UPS display readings for correctness and confirm with a DVM and ammeter
 - Check that the output load (Amps, KW, KVA) is within the rating of the UPS.
 - Check the operation of the UPS under mains failure condition (battery discharge).
 - Check the operation of the static switch inverter to reserve & reserve to inverter.
 - Check parallel operation performance when applicable.
 - Check all network connection SNMP, Software, Serial Port (if fitted)
 - Check the battery connection for tightness.
 - Check the correct operation of the remote alarm panel (if fitted)
 - Carry out a visual inspection of the UPS internals, checking all cable connections
 - Provide report documenting UPS status and on-site activities.

14.0 Passenger Lift Maintenance

14.1 Introduction

14.1.1 This section of the specification outlines proposed PPM requirements, to be carried out in accordance with the manufacturers' recommendations, for the following lifts:

- 1 No. 8 stop firefighting lift
- 1 No. 7 stop standard passenger lift

14.1.2 The existing comprehensive maintenance and PPM activities will continue as detailed below

14.2 Lift Car - General Condition - Quarterly

- Examine general condition of car interior, wall, floor, and ceiling fixings.
- Clean as necessary.
- Visually inspect floor finishes. Ensure there are no tripping hazards.
- Clean and examine luminaires. Replace faulty lamps.
- Test operation of emergency lights. Ensure satisfactory operation over a 1hr period.
- Clean and examine lift car control buttons, key switches, and lamps. Test operation.
- Examine emergency alarms. Test operation.
- Examine and test telephone/voice systems.
- Examine 'emergency procedure' notices.
- Test operation of car door switches; adjust as necessary.
- Test operation of protective edges and door reversing systems. Adjust sensitivity as necessary.
- Clean and examine door tracks.
- Examine door opening gears, linkages, and mechanisms; examine for oil leaks, belt tension, lubrication etc. Test operation and adjust as necessary.
- Examine and test operation of door locks and interlocks.
- Examine and test door manual release locks.
- Examine car frame and bodywork. Ensure car is secure within frame.
- Clean car top.
- Examine car top controls. Test operation of car top controls and associated limit switches and stops.

14.3 Lift Motor Room – Traction Lift – Quarterly

- Examine access, access doors and locks.
- Examine room for cleanliness. Clean as necessary.
- Remove all debris, redundant oils, etc.
- Visually examine non-conductive mats.
- Ensure they are in good condition and correctly positioned.
- Ensure appropriate 'Restricted Access' and Electrical Safety' notices are in position and securely fixed.
- Clean and examine luminaires.
- Replace faulty lamps.
- Test operation of emergency lights. Ensure satisfactory operation over a 1hr period.

14.4 Lift Machine - Quarterly

14.4.1 Lift Motors - Traction

- Visually inspect motors and drives.
- Examine motor bearing lubrication; replenish as necessary.
- Ensure guards are in place and secure.
- Blow out windings.
- Examine connections.
- Examine alignment between motor and gears.
- Test bearings for play.
- Remove surplus oil and grease.
- Test under normal running conditions.
- Examine commutators, slip rings, brushes, holders, and springs.
- Examine keys and fixing bolts. Ensure they are in place and secure.
- Examine securing bolts and anti-vibration mountings; secure as necessary.

14.4.2 Gears and gearboxes

- Visually inspect gears and gearboxes.
- Check oil levels in gearbox, replenish as necessary.
- Ensure guards are in place and secure
- Examine gears, clean, and lubricate as necessary. Examine drives for alignment; adjust as necessary.
- Test gears and bearings for wear. Examine condition of gearbox oil. Flush out and replace as necessary.

14.4.3 Brake and Brake Coupling

- Clean and examine; adjust as necessary.
- Lubricate mechanism in accordance with manufacturer's instructions. Ensure drum is clean and free from oil and grease.
- Test brake action in both directions; adjust and lubricate pivots as necessary.
- Examine brake linings. Report condition.
- Ensure keys, fixing bolts and cotter pins are in place and secure.

14.4.4 Rollers

- Clean and examine all rollers and bearings. Adjust as necessary.
- Examine and test operation of drums and bushes.
- Clean, lubricate and adjust as necessary.
- Clean and examine Overspeed Governors
- Test anti-creep systems.

14.5 Control Panel - Quarterly

- Visually inspect.
- Examine connections, fuses, and overload devices.
- Examine relays and contacts.
- Visually inspect printed circuit Commissions.
- Examine interlocks.

- Examine overload settings; adjust as necessary.
- Clean contacts; adjust and replace as necessary.
- Examine printed circuit Commissions for secure fitting and signs of degradation.
- Examine and test operation of alarms.

14.6 Lift Shaft - Quarterly

14.6.1 Lift Shaft - General

- Examine access and security arrangements.
- Remove any rubbish and/or debris from pit.
- Drain and clean Drip trays as necessary.
- Drain sumps and clean as necessary. Test operation of sump pumps where fitted.
- Clean and examine Shaft lighting luminaires.
- Replace faulty lamps.
- Test operation of emergency lights.
- Ensure satisfactory operation over a 1hr period.

14.6.2 Trailing cables

- Visually inspect trailing cables and anchorage.
- Ensure connections are secure.
- Examine trailing cables for wear, fraying braid and brittle insulation.
- Examine ropes, fixings, and guide shoes.

14.6.3 Safety gear and brake

- Examine all safety gear.
- Test operation of safety gear switches.
- Examine and test operation of all sensitive edges and surfaces and other sensing devices.

14.6.4 Counterbalance

- Lubricate guide shoes.
- Examine rope anchorages and equaliser; adjust as necessary.
- Examine for rope stretch; adjust as necessary.
- Ensure main tie bolts are secure.
- Examine guide shoe clearance.
- Ensure props are in place and suitable for purpose.

14.6.5 Buffers

- Visually inspect buffers.
- Ensure energy dissipation buffers return to fully extended position after compression.

14.6.6 Ropes and Rope Sheaves

- Visually inspect Ropes and Rope Sheaves
- Clean and examine ropes.
- Inspect for fraying wires or deterioration.

- Lubricate as necessary.
- Adjust tension as necessary.
- Ensure keys and fixing bolts are secure.
- Examine bearings and sheave grooves for wear.
- Ensure ropes are evenly tensioned and free from slip.

14.6.7 Guides and Fixings

- Clean, lubricate as necessary.
- Examine guides for wear; ensure fixings are secure.
- Examine guide shoe clearance.

14.6.8 Limit and Safety Switches

- Examine limit and safety switches.
- Examine cables and terminal connections.
- Test operation of upper and lower control limit switches.
- Test operation of upper and lower final limit switches.
- Test operation of slack rope/chain switches.
- Test operation of safety gear switch
- Test operation of swivel seat interlocks.
- Test operation of ramp interlocks.
- Test operation of hinged rail interlocks.
- Test operation of emergency stops.
- Test operation of overspeed governor.

14.6.9 General electrical installation

- Carry out a periodic inspection and verification of the electrical installation in strict accordance with the requirements of Part 6 of the current National Rules for Electrical Installations (I.S. 10101) as published by the National Standards Authority of Ireland (NSAI). Upon completion, issue a formal Periodic Inspection Report (PIR) in the format specified in Annex 6B of I.S. 10101.

14.6.10 Hydraulic Systems – Where Applicable

- Examine oil tank and feed pipe for leakage; top up as necessary.
- Inspect valve block assembly.
- Check manual relief valve.
- Examine pipework and connections for leaks.
- Examine motors and pumps.
- Examine ram and cylinder for scoring or damage
- Examine gland packing for wear.
- Examine Boreholes for signs of leakage.

14.7 Logbook and safety notices - Quarterly

- Annually examine the logbook.
- Ensure that it contains commissioning data, information and instructions, records of previous maintenance visits and repairs.

- Report, as a defect requiring attention, the absence of any such item within the logbook
- Ensure notices are present, in good condition and clearly displayed. Provide new Notices as necessary.

15.0 Security Guards

15.1 Introduction

- 15.1.1 The Contractor shall allow for the provision of a security service in their tender as detailed in this section of the specification.
- 15.1.2 They shall include for the provision of adequate personnel so that two static guards are always present between the hours of 7:00am and 8.30pm
- 15.1.3 At least one member of the security team shall be present in reception at all times during the above hours.

15.2 PSA - Registration

- 15.2.1 The security sub-contractor must be registered with the Private Security Authority (PSA) and must have a quality management system in place meeting the requirements of SR 40: 2005 (as published by the PSA) in relation to company organization, operations, staffing and training.

15.3 Duties and Scope of Service

- 15.3.1 The duties of the static guards are to include (but not limited to) the following:
- Opening and closing of offices
 - Monitoring of CCTV
 - Security service at reception
 - Issuing of security passes to staff/visitors
 - Overseeing of car access to car park
 - Walk around of offices during the day and prior to locking of offices.
 - Monitoring of antisocial behaviour around the exterior of the building.
- 15.3.2 The contractor shall indicate an hourly rate within the tender return for provision of static guards outside of the normal hours of 7:00am to 8.30pm Monday to Friday and for hours expended on Saturdays, Sundays, and Public Holidays when requested by An Coimisiún Pleanála. Payment for out of hours attendance based on this hourly rate after receipt of the contractor's invoice.
- 15.3.3 Any requirement beyond 8.30pm will be notified by lunchtime on the previous day.
- 15.3.4 Twenty four hour security shall be provided to include one night-time drive by inspection and response to alarm call outs, including key holder responsibility.
- 15.3.5 The Contractor shall include a separate price for making the building secure and provision of static guard(s) if the building is damaged by fire, flood, or a natural disaster.
- 15.3.6 The Contractor shall provide a copy of the security licence to the Commission in accordance with The Private Securities and Services Acts 2004 to 2021.

16.0 General Building Maintenance

16.1 Introduction

16.1.1 The Contractor shall allow in their tender for general building maintenance duties as described in the following sections

16.2 Painting

16.2.1 The Contractor shall allow within their tender a lump sum for repainting the following areas during the course of the contract. All painting is to be carried out outside normal hours.

- Painting of ground floor lobby, records management room, storage rooms and corridor, meeting rooms and security area each year.
- Painting of main stair core, exit stair core and ground and first floors including atrium shall be carried out in year 1. The feature wall in the Atrium shall have a shellac finish.
- Painting of floors 2 and 3 in year 2.
- Painting of floors 4, 5 and 6 in year 2.
- Painting of the fire exit doors internally and externally yearly.
- Painting lobbies and two staircases at basement in year 2.

16.2.2 Maintenance of the shellac finish on the atrium feature wall shall be done using very fine cloths, fine brushes, feather dusters, vacuum cleaned using a soft head only, and damp cloths only, when cleaning spills. Do not cover over with any substance, do not soak with water, and avoid abrasive cleaners.

16.2.3 Painting to include cleaning, sanding, filling of walls, ceilings and skirting and the application of two coats of paint. The paint specification and colours shall be agreed with and approved by the Commission.

16.2.4 The Contractor shall ensure that all furnishings are fully protected from paint splashes. Damage to surroundings and furnishings during the course of these works shall be the responsibility of the Contractor.

16.2.5 The Contractor shall be responsible for the moving of any furniture to facilitate the painting.

16.3 Plants

16.3.1 The contractor shall include for supply/service/maintenance of all in-house/outhouse planting and landscaping.

16.3.2 The Contractor shall include weed control as required. Terraces, internal and external boundaries are to be sprayed for weeds on a monthly basis. All fungal growths shall be removed.

16.4 Rainwater Down pipes and Gutter Maintenance

16.4.1 Inspection of rainwater down pipes and gutter should be carried out on a regular basis as follows:

- Inspect and remove any deposits from gutters, down pipes and fifth floor balcony water butt in November. If there are any signs of corrosion these are to be treated.
- Inspect joints and seals and rectify any faults found.
- Check condition of fixings and rectify as necessary
- Check for free flow of water, rectify as necessary

16.5 General Maintenance Handyman

16.5.1 The Contractor shall include a price for the provision of an on-site maintenance person/ handyman for Eight hours every week. Their duties shall include but not limited to, general building maintenance, hanging/taking down of signage, moving of furniture and minor repairs etc. A daily rate for a maintenance person shall be noted within the tender.

16.6 Glazing

16.6.1 The Contractor shall provide a separate price for the provision of an emergency glazing/door fitting service.

16.7 Floor Surface

16.7.1 The Contractor shall carry out all necessary repairs and/or maintenance of all floor surfaces as required including carpet laying and modifications to carpet tiles and stair nosings.

16.8 Dry Riser Testing

16.8.1 The Contractor shall engage a Dry Riser Specialist Maintenance Company to carry out testing on the dry risers

16.8.2 The risers should be checked, tested, and certified to I.S. 391:2020 (Fire Mains for Buildings – Installation, Testing, and Maintenance) and BS9990:2015 including the following:

16.8.3 During the test the specialist shall:

- Undertake a hydraulic pressure test to 12 bar using a fire service approved hose and pump for a minimum of 15 minutes.
- Check all inlet and outlet washers and seals.
- Check all caps and chains.
- Check all straps and locks where applicable.
- Check all nuts, end wheels and springs to confirm they are intact and operating properly.
- Check all landing outlets are in good working condition.
- Check the inlet and outlet cabinet doors and glass fronts are intact.
- Check the correct signage is in place.

16.8.4 A certificate to BS9990:2015 is to be issued upon successful completion of the pressure test.

16.9 Fire Extinguisher

16.9.1 The Contractor shall allow for maintenance of all fire extinguishers throughout the building in accordance with legal requirements.

16.9.2 There are approximately 71 First Aid Fire Fighting appliances including fire hose reels, fire blankets, foam, water, CO₂, and powder fire extinguishers.

- 25 No. AFFF 6 L.
- 30 No. CO₂ 2 Kg.
- 3 No. CO₂ 5 Kg.
- 1 No. Foam 6 L.
- 3 No. Powder 6 Kg
- 2 No. Fire Blankets.
- 7 No. Fire Hose Reels.

16.9.3 The Contractor shall allow for off-site maintenance of 2 No. fire extinguishers located remotely with inspectors at the following locations

- Wexford Town. Co Wexford.
- Cloughjordan, Co. Tipperary.

16.10 Car Park Roller Shutter

16.10.1 The Contractor shall allow for maintenance of car park roller shutter six times per year.

16.11 Roof Structure

16.11.1 The tenderer shall include for inspection of all roofs on an annual basis. All minor maintenance works such as clearing rainwater gullies and the like should be done as part of the inspection. Any serious defects should be brought to the attention of the Commission for further instruction.

16.11.2 In particular the tenderer shall allow for an annual inspection of the Atrium roof over the Canteen area. This glazed roof, which includes wide formed parapet edge gutter, is c.16 years old and is no longer covered by warranty. The glazing system (Reyners CW50) was supplied and installed by Facade Technology Ltd. The CW50 system is a high quality aluminium curtain walling system, a version of which is still being used in buildings today. The formed gutter was fully renewed in 2014

16.11.3 The gutter over the Atrium roof should be cleaned twice a year and the glazing caps and seals checked on an annual basis.

16.12 Window Sashes and Handles and Front door

16.12.1 All window sashes and handles and the front door shall be checked on a quarterly basis. A detailed report and signed off checklist shall be submitted to the Commission after completion of each check.

16.12.2 Any handles, operating mechanisms of windows and doors shall be replaced as necessary. This shall include the call out charge of windows and door specialists if they are required'.

16.12.3 All seals and gaskets on windows and doors shall be replaced as necessary. Within the tender an allowance for the replacement of 40 No of window seals and 30 No of window handles to be included.

16.13 Pest Control

16.13.1 The contractor shall include within Their tender for supply and maintenance of a full pest control service for the building. This shall include the call out charge of pest control experts should they be required.

16.14 Mobile Wall Unit

16.14.1 The contractor shall include for the maintenance and service of this unit in the Conference Room as required.

16.15 Fall Arrest System

16.15.1 The Contractor shall engage a competent height safety specialist to inspect, maintain, and certify all fixed fall arrest and lifeline systems in strict accordance with the manufacturer's recommendations and the requirements of I.S. EN 365. All testing intervals must satisfy Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations, and a formal GA1 Certificate (Report of Thorough Examination) must be issued upon successful completion of the annual audit.

17.0 Cleaning and Waste Disposal

17.1 Introduction

- 17.1.1 The contractor shall allow for the provision of an on-site cleaner and janitor service at all times. The specific cleaning regimes required for the duration of the contract are outlined in the following sections.
- 17.1.2 A typical cleaner and janitor daily works schedule is included in Appendix 2 of this specification. A similar checklist shall be developed for each area as outlined below.
- 17.1.3 Cleaning operatives shall provide service commencing at 17.00 hr to meet the standards set by An Coimisiún Pleanála
- 17.1.4 Vacuuming shall take place after 17.30hr.
- 17.1.5 All seating throughout the building will be deep cleaned and polished on a yearly basis.

17.2 Ground Floor:

- Daily: Cleaning of polished limestone floor in Reception – specific details of treatment shall be provided.
- Daily: Carpet tiles, mats and rug shall be thoroughly vacuum cleaned. Stains shall be “spot” treated as required.
- Daily: Glass-topped surfaces, reception desk and tables shall be polished.
- Daily: Chairs, couches, tables, ledges, skirting Commission, models and surfaces shall be dusted and polished.
- Daily: Finger marks and smudges shall be removed from all glazing, including entrance doors, glass screens and from walls/lifts.
- Weekly: Metalwork and bright work shall be cleaned.
- Weekly: Front Door and steelwork at street entrance / exit shall be cleaned and polished.
- Weekly: Light Box Signs
- Monthly: Have loose floor mats 4 no. professionally cleaned.
- Quarterly: Deep clean of all doors and steel works at street level

17.3 Open Plan, Enclosed Office Areas and Corridors

- Carpet and mats shall be vacuum cleaned to a schedule agreed with the Commission.
- Daily: Horizontal surfaces of filing cabinets, skirting, screens and other equipment shall be dusted.
- Daily: Finger marks and smudges shall be removed from glass and walls.
- Weekly: All surfaces including high level shall be cleaned and polished (including worktops in photocopying and post areas).
- Weekly: Metalwork and bright work shall be cleaned.
- Weekly: All MFDs, plan copier, printers, scanners, and Shred-it consoles shall be dusted.

17.4 Ground and First Floor Meeting Rooms

- Twice weekly: Carpet tiles shall be vacuumed, with the option for an extra vacuum if required. Stains shall be spot treated as required.
- Weekly: Lectern shall be polished.
- Weekly: Tables shall be polished.
- Weekly: Model tops in exhibition room shall be dusted.
- Weekly: All ledges and framed prints shall be dusted.

- Weekly: Finger marks and smudges shall be removed from all glazed areas, doors, and walls.
- Weekly: Chairs shall be vacuumed.
- Weekly: Light Box Signs
- Twice yearly: Shampooing and stain removal treatment of conference room carpet tiles

17.5 Boardroom and Sixth Floor Meeting Room

- Daily: Carpets and mats shall be thoroughly vacuum cleaned.
- Daily: Horizontal surfaces shall be dusted and polished.
- Daily: Finger marks removed from glass.
- Daily: Marks and smudges shall be removed from walls, etc.
- Daily: Boardroom table shall be polished.
- Daily: Chairs shall be wiped down and dusted.
- Weekly: Polish of inside of cupboards.
- Twice yearly: Shampooing and stain removal treatment of Boardroom carpet tiles

17.6 Toilet Areas on All Floors

- Daily: Floor areas shall be vacuumed, cleaned, and washed.
- Daily: Toilets shall be cleaned scoured and disinfected. Seats shall be cleaned and disinfected.
- Daily: Urinals and surrounds shall be clean and disinfected.
- Daily: Washbasins, sinks and surrounds shall be cleaned, and taps shall be polished.
- Daily: Mirrors shall be cleaned and polished.
- Daily: Paper towels, soap and other supplies shall be replenished daily or as necessary. Vending units shall be replenished as necessary.
- Daily: Water flow in wash hand basins shall be monitored to ensure pressure washers are replaced as required.
- Daily: Extractor fans shall be dusted.
- Daily: Paper towel bins shall be emptied.
- Weekly: Tiling shall be washed and cleaned.
- Weekly: Toilet brushes shall be descaled.
- Weekly: Partitions shall be cleaned and dusted
- Quarterly: Descaling of bowls/urinals as required.
- Quarterly: Floors shall be deep cleaned.

17.7 Shower Rooms on floors 2, 4 and 6

- Daily: Floor areas shall be vacuumed, cleaned, and washed.
- Daily: Shower trays shall be cleaned and washed.
- Daily: Shower door shall be cleaned and washed.
- Daily: Mirrors shall be cleaned and polished.
- Daily: Surfaces and equipment shall be cleaned and washed.
- Weekly: Tiling shall be cleaned and washed.
- Monthly: Shower trays, doors and grouting shall be deep cleaned and polished.
- Quarterly: Floors shall be deep cleaned.

17.8 Canteen

- Daily: Carpet shall be thoroughly vacuumed; stains shall be spot treated as necessary.

- Daily: Ledges and non-kitchen surfaces shall be dusted.
- Daily: Finger marks and smudges shall be removed from glass and walls.
- Daily: Washing of marmoleum flooring in the atrium.
- Daily: Chair cushions shall be vacuumed.
- Weekly: Table bases shall be wiped down.
- Weekly: Chairs shall be wiped down
- Weekly: Light fittings to be dusted and polished.
- Quarterly: Deep clean of vinyl flooring in kitchen and servery area.
- Four times a year: Shampooing and stain removal treatment of atrium (canteen) carpet

17.9 Deposit Rooms and Storage Areas

- Daily: Ledges and surfaces shall be dusted.
- Daily: Finger marks and smudges shall be removed.
- Daily: Floors shall be washed.
- Weekly: Table bases shall be wiped down.
- Weekly: Chairs shall be wiped down
- Weekly: Light fittings shall be dusted and polished.

17.10 Lifts and Lobbies and stairwells

- Daily: Lift floor shall be vacuumed, washed, and dried.
- Daily: Front stairwell shall be vacuumed, and stains shall be spot treated as required. Nosings shall be cleaned.
- Daily: Smudges removed from surfaces.
- Daily: Lift mirrors and handrails polished.
- Daily: Lift control buttons shall be cleaned.
- Daily: Lobby floors shall be washed and dried.
- Weekly: Floors shall be deep cleaned.
- Weekly: Back stairwell shall be vacuumed, and stains shall be spot treated as required. Nosing shall be cleaned.
- Weekly: Handrails shall be cleaned and polished.
- Quarterly: Floors shall be deep cleaned.
- Quarterly: Shampooing of ground floor mat.
- Twice yearly: Nosing on both stairwells shall be deep cleaned and shampooing and stain removal treatment of both stairway carpets.

17.11 Window Cleaning

- Weekly: The Contractor shall allow for all external ground floor windows and doors to be washed and cleaned.
- Twice yearly: Internal window cleaning, other than atrium glazing,
- Twice yearly: External window cleaning, canopy, and steel finishes to canopy.
- Twice yearly: External and internal window frames.

17.12 Atrium Glazing

- The Contractor shall allow for cleaning the internal/external atrium glazing once during the contract.

17.13 Deep Cleaning of Carpets and Other Floor Finishes

17.13.1 The contractor shall allow a lump sum for carpets and other floor finishes on ground floor and on floors 1, 2, 3, 4, 5 and 6 and the stairwells and any other mats to be deep cleaned and shampooed yearly during the course of the contract

17.14 Basement

- Weekly: Cleaning at entrance and exit shutters and ramp to car park with power washer.
- Twice yearly: Deep clean of entrance and exit shutters to car park.
- Twice yearly: Deep cleaning of floor
- Annually: Deep clean of all ironmongery and internal wooden doors once yearly.

17.15 External

- 17.15.1 The Contractor shall allow for general tidying up/picking up of litter and sweeping outside the building daily from the back stairwell exit door to garage down the laneway. As required any areas around the boundary requires washing also.
- 17.15.2 The Contractor shall ensure that the external pavements, walks, and stairs are kept free from snow and ice and in a safe condition.
- 17.15.3 The Contractor shall provide industrial cleaners to clean down and stain remove all of the external stonework of the building once a year.
- 17.15.4 In addition to the basic cleaning outlined above The Contractor shall include a separate price for graffiti removal from external walls/windows, if necessary
- 17.15.5 The external façade and canopy and handles at the entrance door along with the exterior steelwork and signage shall be maintained, treated, and polished every quarter.
- 17.15.6 The contractor shall provide that all balconies and terraces are maintained and cleaned including overhangs and steelworks. The outdoor terrace furniture and handrails shall be maintained and repaired along with sanding and varnishing.

17.16 Miscellaneous

17.16.1 The Contractor shall allow for the following miscellaneous cleaning works

- Supply and collection of all sanicans on a fortnightly basis
- Spot shampoo and stain removal of carpet on all floors two times a year.
- Cleaning of PC's and PC screens and sanitising of telephones once yearly
- Supply and restocking of 20 No. paper towel holders.
- Supply of sanitary products and restocking of all. dispensers in toilets.
- Maintenance and cleaning including dry cleaning of all blinds and curtains once a year including black out and curtains in the Board Room.

17.17 Cleaning Consumables

17.17.1 The Contractor shall supply all consumables including toilet seats and toilet brushes to be replaced yearly and equipment associated with this contract. The cleaning consumables shall be environmentally friendly and A (H1N1) compliant.

17.18 Waste Material

- 17.18.1 The Contractor shall keep at all times all areas free from accumulation of waste material or rubbish caused by its operation. Upon completion of work, all waste material and rubbish shall be removed as well as tools, machinery, and surplus material. Waste shall be disposed of in the correct manner and the location shall be left clean and tidy.
- 17.18.2 The contractor shall provide 4 no. skip collections for each year of the contract for disposal of any office waste material or rubbish.

17.19 WEEE Directive

- 17.19.1 The Contractor shall be responsible for the removal and disposal of all obsolete electrical and electronic equipment in strict accordance with the manufacturers' Health and Safety recommendations and the current Waste Electrical and Electronic Equipment (WEEE) Regulations, specifically the European Union (Waste Electrical and Electronic Equipment) Regulations 2014 (S.I. No. 149 of 2014) and subsequent amendments. The Contractor is deemed to be familiar with these statutory instruments and shall include for full compliance within their tender submission.

17.20 Confidential Waste Bins

- 17.20.1 The contractor shall allow for the provision of an onsite confidential document destruction contract. There is a requirement to provide 16 number secure confidential waste bins which will be located throughout the site. It is anticipated that these bins should be checked and emptied every 2 weeks. The bidder shall ensure all confidential waste is shredded prior to leaving the site. Certification to be provided on completion.

17.21 Bin collections

- 17.21.1 The Contractor shall allow for the provision of a refuse collection contract for General, Green/Compost and recycle waste collections for a fixed price over the contract.
- 17.21.2 The Contractor shall place refuse wheelie bins and cardboard etc., outside each week in time for collection. All bins shall be returned to store immediately after collection.

17.22 Waste Management Report

- 17.22.1 The Contractor shall include for the provision of a Waste Management Report to be delivered to An Coimisiún Pleanála six months after appointment.
- 17.22.2 The report shall record the existing waste streams and make proposals for improvement under the headings of reduction, reuse and recycling and waste costs.

18.0 Canteen Services

18.1 Scope of Service

18.1.1 The contractor shall allow for the provision of a canteen service including an onsite daily canteen service attendant as detailed in this section of the specification.

18.1.2 The Contractor shall allow for the provision of canteen services for the Commission as follows:

- Supply of all tea, coffee, milk, condiments, and paper napkins
- Provision of rolls, scones, brown bread, boiled eggs, fruit, juices, breakfast bar etc. to cater for 220 staff over four 15 minute morning tea breaks (10.15am, 10.30am, 10.45am, 11.00am) and three afternoon tea breaks providing yogurts, fruit, biscuits, and bars (3.30pm, 3.45pm, 4.00pm).
- Delivery of tea trolley to meeting rooms as required.
- Making of coffee in standard machines to cater for staffing numbers.
- Washing and cleaning of crockery, utensils, tables, servery area and other surfaces.
- Cleaning of canteen equipment, fridges, microwaves, ovens, and toasters.
- Cleaning of kitchen and storage area in accordance with current food safety standards.
- Supply and maintain 3 no machines 1 no dual water boiler with coffee options and 2 no coffee bean machine for use by 220 staff daily
- Supply blue paper rolls for miscellaneous cleaning
- All canteen electrical equipment must be maintained as part of this contract

19.0 Annual Audit and Contract Review

19.1 Scope of Audit

- 19.1.1 The contractor shall note that an annual audit of all aspects of the FM contract shall be carried out by an independent M&E consultant on behalf of the Commission. The audit will be carried out at a time agreed with the Facilities Manager of An Coimisiún Pleanála. The first audit will take place at the end of the first year of the contract.
- 19.1.2 The contractor shall be required to fully cooperate with the clients' appointed auditors. As a minimum the following shall be included for:
 - 19.1.3 One full day on site with the auditors during the process.
 - 19.1.4 Submission of test and maintenance records and the like as evidence that the contract is being performed as specified.
 - 19.1.5 Response to all queries raised by the auditors in a timely fashion to enable the auditors to complete the report for the client.
- 19.1.6 The tenderer shall include a provisional sum of €10,000 for the provision of this service in the summary of tender

19.2 Scope of Contract Review

- 19.2.1 The contractor shall note that an annual contract review will take place following completion of the annual audit. The contract review will take place on the same day as the audit or on a subsequent day agreed between the Facilities Manager of An Coimisiún Pleanála and the contractor.
- 19.2.2 The contractor shall be required to fully cooperate with the client's representatives during the contract review.

Appendices

Appendices

Appendix A Schedule of Mechanical and Electrical Plant

Appendix B Typical Day Janitor Work Schedule and Sign off Sheet

Appendix C European Single Procurement Document (ESPD)

Appendix D Drawings – Basement to 6th Floor Layouts

Appendix E Pricing Schedule Summary of Tender

CUNDALL

Asia Australia Europe MENA UK and Ireland
www.cundall.com

