



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

DOCUMENT 03

SCOPE OF SERVICE & WORK REQUIREMENTS

Multi-Party Framework Agreement

For The

Provision for a Logistics and Transport Services

At Trinity College Dublin

TRINITY COLLEGE DUBLIN

Ref: TCD-26-C2288

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Part 1: Objectives & Requirements

1.1 The Contracting Authority

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

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

1.2 About Trinity College Dublin

Trinity College Dublin, the University of Dublin, is Ireland’s leading university and has a four-hundred-year-old tradition of scholarship to confirm its position as one of the great universities of the world, providing a liberal environment where independence of thought is highly valued and where staff and students are nurtured as individuals and are encouraged to achieve their full potential.

The College is committed to excellence in both research and teaching, to the enhancement of the learning experience of each of its students and to an inclusive College community with equality of access for all. The College will continue to disseminate its knowledge and expertise to the benefit of the City of Dublin, the country and the international community

The College provides full-time and part-time programmes for more than 20,000 students throughout the various campus locations which include the following sites but not exclusively limited to these sites alone.

The Main City Centre Campus consist of the following locations:

- College Green / Pearse Street / Westland Row,
- 1 - 5 College Green,
- 3 & 4 Foster Place,
- 6 – 9 South Leinster Street,
- 2 Clare Street,
- 8 Westland Square,
- 36 & 37 Fenian Street,
- Bio Medical Science Institute & Trinity Central, 152 – 160 Pearse Street,
- Dunlop Oriel,
- Goldsmith Hall, Pearse Street, and
- School of Nursing, D'Olier Street.

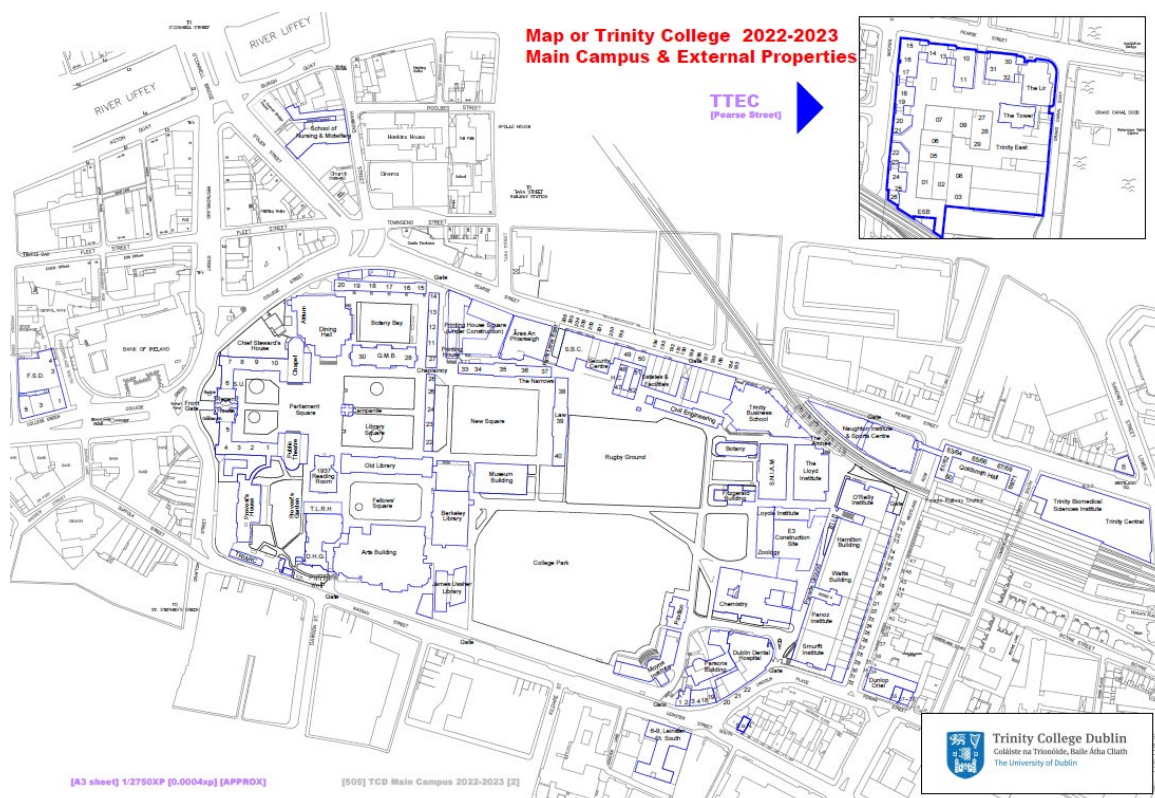


Figure 1: Main City Centre Campus

1.2.1 Satellite Sites

In addition to the main campus and the sites adjacent to the main city centre campus, the university has several satellite sites. These are located at.



Figure 2: Stack B, IFSC

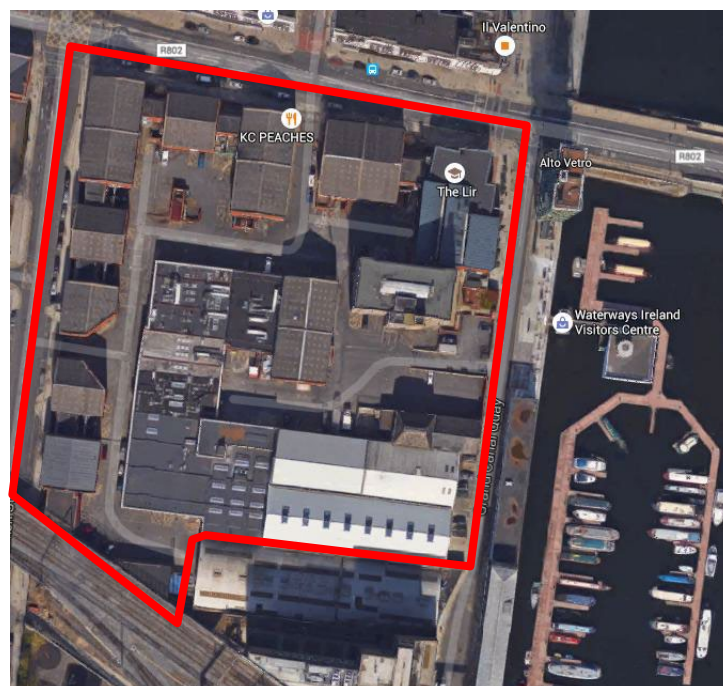


Figure 3: Trinity East (TTEC), Pearse Street & Grand Canal Dock



Figure 4: Santry Book Repository, Pavilion & Santry Lodge



Figure 5: Iveagh Grounds, Crumlin

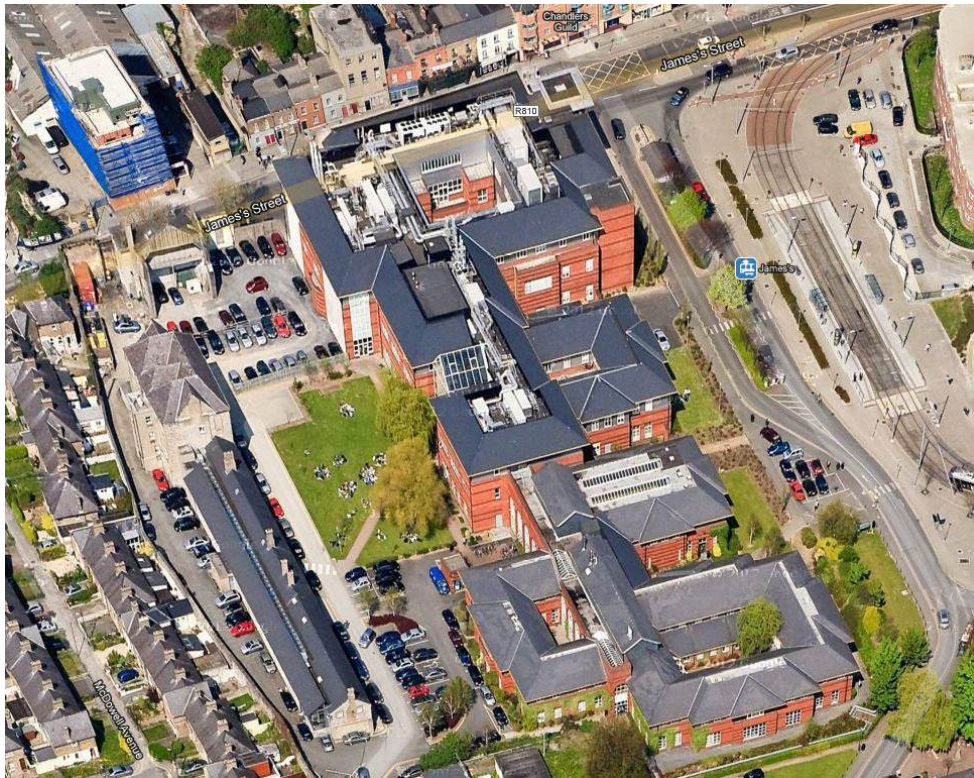


Figure 6: Trinity Centre, St James's Hospital



Figure 7: Trinity Hall & Botanic Gardens, Dartry



Figure 8: Boat Club, Islandbridge

The buildings range from newly constructed to protected structures that are 400 years old. The buildings and property are key assets in the operation of the university and therefore there is an ongoing requirement for the **Provision for Logistics and Transport Services**. Details in relation to these requirements are outlined below.

1.3 Contractor

In this document the **“Contractor”** is deemed to mean the successful Tenderer’s who has been awarded the contract to provide the service.

1.4 Contract Duration

The Contractor’s will be awarded the service contract for the provision for a Logistics and Transport Services for an initial term of twelve (12) months. The Contracting Authority reserves the right to extend the contract term for a twelve (12) month period, with a maximum of three (3) such extensions.

1.5 Objectives

The key objectives are to provide the Contracting Authority with:

- To provide a safe, reliable and responsive removals, storage and logistics service to support the operational, academic and research activities of the University
- To ensure the efficient movement, delivery, relocation and storage of furniture, equipment, teaching materials, laboratory items, archives and other University assets across campus locations and external sites
- To support collaborative stakeholder engagement with Estates & Facilities, academic departments, researchers, administrative units and external project teams to ensure service delivery aligns with University operational requirements
- High quality reporting, management information and communications,
- Value for money in the delivery of the service and maintaining the life expectancy of the asset.

1.6 Scope of Service

The scope of services under this Framework Agreement shall comprise the provision of logistics, transport, removals and storage services to support the operational, academic, research and administrative requirements of the University across its campus estate and associated properties.

The successful Contractors appointed to the framework will be required to provide a comprehensive and flexible service capable of supporting planned, reactive and emergency requirements within a live university environment. Services may be required across academic buildings, offices, laboratories, libraries, student spaces, residential facilities, event venues, storage areas and other University-owned or operated locations.

Trinity College Dublin will appoint an Account Manager (Framework Administrator) for the duration of the Framework Agreement.

The scope of services may include, but shall not be limited to:

- Internal and external removals and relocations of furniture, office equipment, teaching materials, archives, laboratory equipment, IT equipment and other University assets.
- Logistics and transport services associated with departmental moves, office relocations, decanting projects, refurbishment works, capital development projects and operational reconfigurations.
- Provision of staff, vehicles, lifting equipment, handling equipment and specialist resources necessary to safely undertake removals and transport operations.
- Collection, delivery, distribution and setup of furniture, equipment, materials and supplies throughout the University campus and external locations where required.
- Packing, unpacking, dismantling and reassembly services associated with removals and relocations.
- Secure storage solutions for furniture, equipment, records, teaching materials and other University property, including inventory management and retrieval services where required.
- Event logistics support including transportation, setup and breakdown of equipment, furniture and materials for University events, examinations, conferences and ceremonies.
- Support for emergency, urgent or reactive operational requirements, including short-notice relocations and business continuity responses.
- Coordination and scheduling of services in consultation with the University's Estates & Facilities teams and other designated stakeholders.
- Provision of environmentally responsible and sustainable service delivery practices, including waste minimisation, reuse and recycling initiatives, route optimisation and the use of low-emission vehicles where practicable.
- Compliance with all applicable health and safety legislation, manual handling requirements, traffic management procedures, security protocols and University operational policies.
- Operation within a live university environment, ensuring minimal disruption to teaching, research activities, examinations, students, staff and visitors at all times.

The University reserves the right to procure a broad range of logistics-related services under the framework agreement as operational requirements evolve during the contract term.

The precise nature, frequency and value of services required will vary depending on University operational demands, estate developments, capital projects and departmental requirements.

Appointment to the framework agreement does not constitute a guarantee of work or minimum expenditure. Services will be commissioned on an as-required basis in accordance with the framework operation procedures and the terms and conditions of the agreement.

1.7 Waste Licenses, Permits & Disposal Charges

The Contractor shall include in the tender sum for all license, permits and waste disposal charges for the service contract as described in this document. These costs should include for standard inflation costs. Trinity College Dublin understands that these costs can increase (other than standard inflation) due to legislative changes, etc. The Contractor shall endeavour to mitigate these increases by bring this to the attention of Trinity College Dublin Account Manager as soon as possible. The Contractor will need to provide detailed documentation to demonstrate there has been an increase in the charges for it to be assessed by the Trinity College Dublin Account Manager.

1.8 Operation of the Framework

Trinity College Dublin Account Manager will manage the Framework Agreement. It is envisaged that they will be the primary requester for the service but the Contractor needs to be aware that regularly other Trinity College Dublin Managers will be requesting their service.

1.9 Frequency Of the Service

The frequency of service requirements under this contract is anticipated to comprise a combination of planned, ad-hoc and advance-booked activities, depending on the operational needs of the University.

Services may include:

- Planned and scheduled removals, relocations and logistics support associated with capital projects, office moves, departmental relocations, refurbishment works and semester-based operational requirements.
- Ad-hoc and reactive requests arising from day-to-day operational needs, including urgent room moves, furniture relocations, event support, deliveries, collections and emergency response requirements.
- Advance-booked services for large-scale moves, research equipment relocations, examination setups, storage requirements and major campus projects where detailed planning and coordination will be required in advance of service delivery.

The volume and frequency of requirements will vary throughout the academic year and may fluctuate depending on teaching schedules, research activities, estate developments, student events and operational priorities. No minimum volume of work or guaranteed level of expenditure is implied under the contract/framework agreement

1.10 Operational Hours

Normal operating hours is 08:00 to 18:00 Monday to Friday and outside of normal operating hours is 18:00 to 08:00 Monday to Friday, all day Saturday, Sunday, and Public / Bank Holidays.

Unless a specific time and date is agreed with the Trinity College Dublin Representative the Contractor must be on site within the standard call-in times in any 24-hour period.

All work carried out during a call out must be fully compliant with all applicable legislation and standards.

1.11 Access Restrictions

The Contractor shall note that special working conditions exist in the locations around the estate. The Contractor should be aware that appointments to access certain locations is required and the Contractors personal cannot turn up and gain access without an appointment.

The Contractor should be aware that appointments times are at the discretion of the occupants and the times for agreed with the occupants may not follow a logical flow to how the Contractor may wish to carry out the service. These appointments are arranged through the Trinity College Dublin Representative. The Contractor must be always accompanied by a member of E&F Staff into those areas. Access by appointment only are:

- The Provost Houses,
- Residential / Accommodation Buildings,
- Secretary's Office and Annex in the Provost Garden,
- All Library Buildings including the Book of Kells Experience,
- Printing House,
- Health Centre,
- Examination Centres,
- Day Nursery,
- Comparative Medicine Unit,
- Catering Buildings, etc.

Residential Buildings are located throughout the estate; noisy works cannot operate in the vicinity of these residential areas before 10:00 in the morning and after 21:00 at night unless otherwise agreed.

1.12 Standards & Legislation

Defined by The Safety, Health and Welfare at Work (Construction) Regulations, also including the following; construction, alteration, fitting out, commissioning, renovation, repair, upkeep, redecoration, maintenance, de-commissioning, demolition, electrical, mechanical and lift servicing and installation and cleaning.

The contractor should take account of all current Safety, Health & Welfare Regulations and any relevant regulations that may come in operation before or during the works such as:

- a. Safety, Health and Welfare at Work (General Application) Regulations 2005
- b. Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007), as amended
- c. Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 (S.I. No. 619 of 2001), as amended.
- d. Safety, Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013), as amended.
- e. Safety, Health and Welfare at Work (General Regulations) Regulations (S.I. No. 299 of 2007) Chapter 1 of Part 7: Safety Signs at Places of Work 2007 as amended.
- f. Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013), as amended, where applicable.
- g. Safety, Health and Welfare at Work (General Application) Regulations Chapter 1 of Part 5 Control of Noise at Work 2007
- h. Safety, Health and Welfare at Work (General Regulation) Regulations Chapter 2 of Part 5 Control of Vibration at Work 2007
- i. Safety, Health and Welfare at Work (General Application) Regulations Part 4 Work at Height
- j. Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006–2010, as amended, where applicable.
- k. Safety, Health and Welfare at Work (Chemical Agents) Regulations
- l. Code of Practice for Working in Confined Spaces (2010) as amended

- m. Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016), where applicable.
- n. Any other relevant legislation and regulations.
- The College operates a permit to work system for the hot works, isolation of water, gas, fire alarm etc. A minimum of 48-hour notice must be given to the Estates & Facilities Department
- Project Manager / Liaison Officer to obtain the permits from the college safety officer.
- A minimum of 10 days before commencement all safety data sheets and first aid measures for any hazardous chemical / substance that is going to be used must be issued by hard copy and electronically to the Estates & Facilities Department Project Manager / Liaison Officer. Appropriate signs must be placed to alert the public that construction work is underway. No emergency exit / route should be blocked or closed off.
- Appropriate barriers, warning signs and traffic or pedestrian management measures shall be implemented where necessary to protect staff, students, visitors and contractors. Emergency escape routes, fire exits and emergency access shall not be obstructed at any time.
- All work shall be carried out using safe systems of work and by competent persons. The Contractor shall be responsible for providing and maintaining all necessary plant, work equipment, lifting equipment and access equipment required to complete the works safely

It is the responsibility of the Contractor to:

- For the removal of all the waste and rubble off site. The contractor is not permitted to dispose of waste in any college waste facility area. If the college has to dispose of any waste belonging to the contractor, the cost of such disposal will be deducted from the contractors agreed tender sum.
- The maintenance and up keep of any scaffolding, ladders, hoists, , lifting equipment etc., hired into to complete the works.

- To repair any damage to property, fabric, land, etc. that has become damaged by the contractor or employees while under his / her control.
- To secure the site and keep out unauthorised personal.
- Submit proposals for any required area closures, access restrictions or traffic/pedestrian management arrangements, together with the programme of works, to the Liaison Officer for approval prior to commencement of the works

1.13 Safety, Health & Welfare

The Contractor shall comply with all applicable health, safety and welfare legislation relevant to the services provided, including the Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007 (as amended), together with any subsequent amendments or replacement legislation.

The Contractor shall comply and secure compliance by their employees, sub-contractors, agents, and servants, with the Safety, Health, and Welfare at Work 2005, (General Application) Regulations 2007, including any amendment, all regulations and orders made and any subsequent legislation.

The Contractor shall comply with all safety requirements and procedures, which apply to the location at which service is to be provided or those that may be required of the Contractor by the Contracting Authority. It is the responsibility of the Contractor be familiar with such requirements and procedures and ensure that all their employees comply with them.

The Contractor shall comply with any Health & Safety and Environmental standards and guidelines detailed by the Contracting Authority and detailed in the Contractor's own Health, Safety and Environmental policies.

The Contractor shall maintain written procedures for the reporting, recording and investigation of accidents, incidents, dangerous occurrences, near misses, hazards, unsafe acts and unsafe conditions. Appropriate corrective and preventive actions shall be implemented, and statutory reporting requirements shall be complied with where applicable.

1.14 Risk Assessments / Method Statements

The Contractor shall prepare suitable and sufficient risk assessments in accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005 and shall develop appropriate safe systems of work and method statements for the activities being undertaken.

Risk assessments and method statements shall identify the hazards associated with the work, assess the risks involved and specify the control measures necessary to eliminate or reduce those risks to as low as is reasonably practicable.

Where requested by the Contracting Authority, copies of risk assessments, method statements and any supporting documentation shall be submitted for review prior to the commencement of the works. Submission of documentation by the Contractor shall not relieve the Contractor of their statutory duties or responsibilities.

Persons undertaking risk assessments shall possess the necessary competence, knowledge, training, experience and resources appropriate to the nature of the work. Where such competence is not available within the Contractor's organisation, suitably qualified external assistance shall be obtained.

Any risk assessment or associated documentation required under this Contract shall be prepared and submitted at no additional cost to the Contracting Authority.

1.15 Training and Competency

The Contractor shall ensure that all personnel undertaking the works are competent and suitably trained for the tasks being performed. Records of relevant training, qualifications, licences and competency shall be maintained and made available to the Contracting Authority upon request.

1.16 Job Dockets & Support Documentation

The Contractor shall check with the Trinity College Dublin Manager the requested the service and local Safety Officer for the area if a specialised risk assessment is required to safely transport the equipment or work in the space and, if any specialised PPE is required before commencing the works. The Contractor shall provide a job docket for signing to Trinity College Dublin Manager on completion of the works and provide a digital copy emailed to their account.

The Job Docket must include but not be limited to the following information:

- Date and time of works,
- Location and unique reference number (if labelled),
- Details of works carried out,
- Details or recommendations if any on any risks identified.
- Signatures of the technician and Trinity College Dublin Manager on site.

1.17 Key Performance Indicators

The performance of the successful Contractor will be subject to monitoring, management, and review against agreed key performance indicators (“**KPIs**”). The Contractor must provide quarterly reports on agreed **KPIs** to ensure that a high standard is maintained in accordance with the Scope of Service and Work Requirements. KPIs as set out in the table below will be agreed with the successful tenderer at the outset of the contract.

These reports may be audited by benchmarking against the record of complaints experienced during the Term of the Framework Contract. Reports required may include but not be limited to:

- Delivery lead time.
- Invoicing accuracy.
- Complaints and query response times from the Contracting Authority.
- Service delivery issues/alerts, their investigation, conclusion, resolution, and subsequent corrective and/or preventative actions subject matter of the Contractor operations.

No.	Key Performance Indicator	Rating to be Achieved	Measured By
1	Provision of accurate and timely management information in the agreed format, i.e., Delivery lead time and services delivered	100%	Confirmation of receipt and time of receipt by Contracting Authority
2	Timely, accurate issuing of charges to CA, i.e., Invoicing accuracy	100%	Confirmation of receipt and time of receipt by CA.
3	Responsiveness to the CA in matters pertaining to management of the Contract, i.e., Complaints and query response times from CA.	95% within 3 working days 100% within 10 working days	Verified statement obtained by the Provider from the Contracting Authority following performance review meetings.
4	Service delivery issues/alerts, their investigation, conclusion, resolution, and subsequent corrective and/or preventative actions	95% within 3 working days 100% within 10 working days	Agreed Performance Management Report

Table 1: Key Performance Indicators

Part 2: Contracts – Service Requirements Works Schedule

2.1 Crating and packing with warehouse storage – Office Area

- The 3no offices are located on the third floor of Westland Row.
- Westland Row is a period house with no lifts and a tight staircase where the desks will need to be taken apart to be removed.
- From the entrance to the building the closets parking facility is 500m away from the entrance. At the entrance level the ground is level to the parking facility.
- Each office contains the following items:
 - 2no L shaped desks and pedestal.
 - 2no office chairs.
 - 2no metal filing cabinets.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.
- To take for supplying 30 number plastic (2.6cubic feet) crates.
- To take for packing away books, box files, computers, printers, telephones, etc.
- To take for positioning back into place once they are delivered back.
- To take dismantling 6no L shape desks, moving 6no office chairs and 6 no filing cabinets. To take for reassembling desks and positioning back into place once they are delivered back.
- To take for storage of crates and items in a warehouse setting for 4 weeks in October / November.
- All items must be protected during the service delivery. Any items damaged must be reinstated by the contractor.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.2 Crating and packing with warehouse storage – Laboratory Area

- The laboratory and chemical storage area are located on the third floor of a Naughton Institute.
- There is a goods lift in this building and it is 500m from the exit of the Goods Lifts.
- All items must be protected during the service delivery. Any items damaged must be reinstated by the contractor.
- To take for supplying plastic 30no (2.6cubic feet) crates.
- To take for packing away books, box files, computers, printers, telephones, etc.
- To take for positioning back into place once they are delivered back.
- To take for moving and storing 6no Fume Cupboards. To take for positioning back into place once they are delivered back.
- To take for storage of crates and items in a warehouse setting for 4 weeks.
- All items must be protected during the service delivery. Any items damaged must be reinstated by the contractor.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.3 Crating and packing and moving – Office Area

- The 3no offices are located on the third floor of Westland Row.
- Westland Row is a period house with no lifts and a tight staircase where the desks will need to be taken apart to be removed.
- From the entrance to the building the closets parking facility is 500m away from the entrance. At the entrance level the ground is level to the parking facility.
- They are being moved to the Trinity Centre in St James's Hospital on the second floor, a passenger lift is available.
- The offices are located 500m from lift.
- From the entrance to the buildings the closets parking facility is 500m away from the entrance. At the entrance level the ground is level to the parking facility.
- Each office contains the following items:
 - 2no L shaped desks and pedestal.
 - 2no office chairs.

- 2no metal filing cabinets.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.
- To take for supplying 30 number plastic (2.6cubic feet) crates. To take for packing away books, box files, computers, printers, telephones, etc.
- To take for positioning back into place in the Trinity Centre
- To take dismantling 6no L shape desks, moving 6no office chars and 6 no filing cabinets.
- To take for reassembling desks and positioning back into place in the Trinity Centre.
- To take for moving from the main campus to the Trinity Centre in St James's.
- Works must be completed in 1 day which is a Friday.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.4 Crating and packing and moving – Laboratory Area

- The laboratory and chemical storage area are located on the second floor of East End 5 on the city centre campus.
- There is goods lift in this building and it is 500m from the laboratory through a highly utilised atrium by staff and students.
- They are being moved to the Trinity Bioscience Institute on Pearse Street on the fifth floor, a goods lift is available and the laboratory is located 500m from lift.
- From the entrance to the building the closets parking facility is 500m away from the entrance.
- At the entrance level the ground is level to the parking facility.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.
- To take for supplying 30 number plastic (2.6cubic feet) crates. To take for packing away books, box files, computers, printers, telephones, etc.
- To take for positioning into place Trinity Bioscience Institute on Pearse Street.
- To take for moving and storing 6no Fume Cupboards.

- To take for moving from the main campus on the East End to the Trinity Bioscience Institute on Pearse Street.
- The work must be completed in 1 day on a Saturday.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.5 Crating, packing and moving residents' belongings

- The residence is an ensuite bedroom located in Trinity Hall in Dartry on the 4th floor.
- Trinity Hall is a modern complex with passenger lifts.
- The resident is moving from Trinity Hall in Dartry Kavanagh Court Student Accommodation.
- From the entrance to the building the closets parking facility is 500m away from the entrance. At the entrance level the ground is level to the parking facility.
- Each room what is required to be moved is:
 - Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - Cabinet 720mm high by 1,200mm long.
 - Desk Chair.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.
- To take for supplying 60 number plastic (2.6cubic feet) crates.
- To take for packing away kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- To take for positioning back into place once they are delivered back.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.6 Crating, packing and moving residents' belongings with warehouse storage

- The residence is an ensuite bedroom located in Trinity Hall in Dartry on the 4th floor.
- Trinity Hall is a modern complex with passenger lifts.

- The resident requires the items to be stored for 3 months (May to August) and returned to Trinity Hall in August.
- From the entrance to the building the closets parking facility is 500m away from the entrance. At the entrance level the ground is level to the parking facility.
- Each room what is required to be moved is:
 - Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - Cabinet 720mm high by 1,200mm long.
 - Desk Chair.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.
- To take for supplying 60 number plastic (2.6cubic feet) crates.
- To take for packing away kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- Take for storage in a warehouse for a period of 3 months.
- To take for positioning back into place once they are delivered back.
- The rates must include travelling time, mileage, parking, expenses, waste permit, disposal etc.

2.7 Moving of chairs to and from the Examination Hall

- The Examination Hall is a single storey building with 4 steps into the building. TTEC is at ground level.
- To take for collecting 400 blue padded chairs from the Examination Hall on the main campus and transporting to TTEC Complex at Grand Cannel.
- The blue padded chairs can on only be stacked 6 high and will have to be transported from the hall by hand truck into the back of vehicle.
- The blue padded chairs will be required to be transported to TTEC and unloaded in the TCD storage in TTEC.
- This will be required to be done on a Monday morning at 08:00.

- A week later on a Monday morning take for collecting 400 blue padded chairs from the TTEC Complex at Grand Cannel and transporting them back to the Examination Hall.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.

2.8 Moving of chairs to and from the Examination Hall and storing overnight

- The Examination Hall is a single storey building with 4 steps into the building.
- To take for collecting 400 blue padded chairs from the Examination Hall on the main campus and storing in the vehicle overnight before putting back in the Examination Hall the following morning.
- The blue padded chairs can on only be stacked 6 high and will have to be transported from the hall by hand truck into the back of vehicle.
- The contractor will be required to remove the chairs from 16:00 to 18:00 on a Thursday evening and put back in place before 09:30 Friday morning but they cannot get access to the Examination Hall before 08:00.
- All items must be protected during the service delivery.
- Any items damaged must be reinstated by the contractor.

2.9 Warehouse storage rates for 1 month

- To store resident belongings for 1 month.
- The items would consist of:
 - Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- To take for supplying
 - 15 number plastic (2.6cubic feet) crates,
 - 30 number plastic (2.6cubic feet) crates,
 - 60 number plastic (2.6cubic feet) crates.

2.10 Warehouse storage rates for 3 months

- To store resident belongings for 3 months.
- The items would consist of:
 - Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- To take for supplying
 - 15 number plastic (2.6cubic feet) crates,
 - 30 number plastic (2.6cubic feet) crates,
 - 60 number plastic (2.6cubic feet) crates.

2.11 Warehouse storage rates for 6 months

- To store resident belongings for 6 months.
- The items would consist of:
 - Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- To take for supplying
 - 15 number plastic (2.6cubic feet) crates,
 - 30 number plastic (2.6cubic feet) crates,
 - 60 number plastic (2.6cubic feet) crates.

2.12 Warehouse storage rates for 12 months

- To store resident belongings for 12 months.
- The items would consist of:

- Electronic goods, such as a laptop, printer / scanner, external hard drive, mobile phone charger, etc.
 - kitchen utensils such as delph, cutlery, small portable grill, kettle, books, box files, bed linen, clothes, etc.
- To take for supplying
 - 15 number plastic (2.6cubic feet) crates,
 - 30 number plastic (2.6cubic feet) crates,
 - 60 number plastic (2.6cubic feet) crates.

2.13 Vehicle and Labour Resource

- To supply an operative to works to support the directly employed logistics services team when requested.
- To supply a high roof long wheelbase van for the period, with valid insurance, tax and CVRT.
- Operatives must hold a valid manual handling cert and present in full PPE relevant to the task to be undertaken
- The rates must be broken down by hour and include travelling time, mileage, parking, expenses, waste permit, disposal, fuel, etc.
- The hours of work are 08:00 to 17:00 Monday to Thursday and 08:00 to 16:00 on a Friday.
- The operative must be proficient in the English language both written and spoken.
- The operative must a full clean driving license and forklift license is desirable.
- The operative must have a mobile phone that can be used for working in College.
- The operative must have basic I.T. skills including email.
- The operative will carry out such duties as:
 - To load/unload vehicles using materials handling equipment such as hand trucks, forklifts, , tail lifts etc. and provide assistance to colleagues in this task where necessary.
 - To assist the team in the organisation, coordination of delivery and collection of goods and materials within The College Community and its external partners.

- To ensure that goods inwards /outwards are checked in an accurate and timely manner allowing damages and under or over supply to be speedily identified.
- To assist the team with mail deliveries and collections throughout the College Estate as determined by The Logistics Services Manager.
- Every effort must be made by the contractor to ensure that if they have suitable EV vehicles in their fleet, that these vehicles are used when operating on behalf of Trinity College as part of this logistics framework in line with the College carbon reduction/sustainability plan.