



kcetb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Cheatharlach
Kilkenny and Carlow
Education and Training Board

Outline Brief and Scope of Services

For

**Management Asbestos Surveys (MAS) across a portfolio of Kilkenny and Carlow
Education and Training Board Facilities.**

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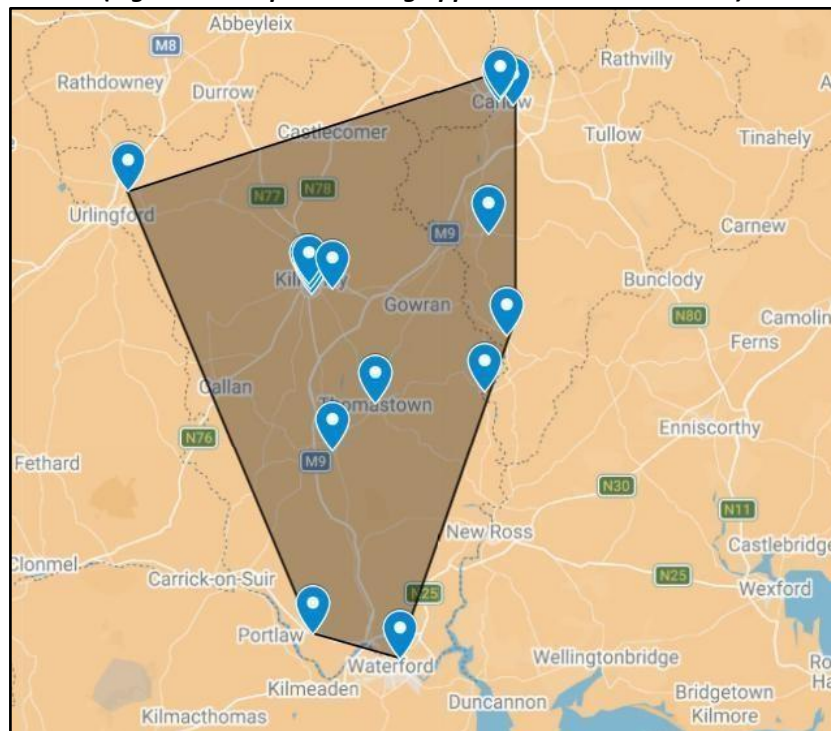
1. Introduction

The Kilkenny and Carlow Education and Training Board (KCETB) is a public education and training body providing a wide range of learning and training opportunities across Kilkenny and Carlow. KCETB intends to appoint a suitably qualified and experienced Service Provider to undertake Management Asbestos Surveys (MAS) across a portfolio of No. 23 facilities.

The purpose of the surveys is to identify, locate and assess the condition of any asbestos-containing materials (ACMs) present within the buildings and to provide up-to-date asbestos registers and management recommendations. The information obtained will support the Client in meeting its statutory health and safety obligations, facilitating planned maintenance activities, and ensuring the safe ongoing occupation and management of the building portfolio.

The services will be carried out within the Kilkenny/Carlow region, with the service provider required to undertake site inspections, sampling where necessary, laboratory analysis, reporting, and the provision of asbestos management information in accordance with current legislation, guidance, and industry best practice.

(Figure 1.1 Map Illustrating approximate Site Locations)



2. Project Objectives

The objectives of this project are to:

- Establish the presence, location, extent and condition of any asbestos-containing materials (ACMs) within the KCETB's property portfolio.
- Assess the condition and potential risk associated with identified ACMs.
- Provide accurate and up-to-date asbestos information to support the ongoing management and safe occupation of the buildings.
- Enable the Client to meet its statutory duties in relation to asbestos management and health and safety compliance.
- Develop consistent asbestos records and registers across the portfolio.
- Assist in minimising the risk of accidental disturbance of ACMs by building occupants, maintenance personnel and contractors.
- Provide recommendations for ongoing management, encapsulation, repair or removal where required.

3. Scope of Services and Deliverables

The Client requires the appointment of a suitably qualified Service Provider to undertake management asbestos surveys across the properties listed within (**Figure 3.1**).

The Service Provider shall provide all services necessary to complete the scope of work, including but not limited to the following:

- Nominate a single point of contact for KCETB for the duration of the project.
- Liaise with Client representatives to arrange site access and survey dates.
- Following Commencement of the surveys, the successful Tenderer shall meet the Client on a fortnightly basis to review progress, discuss any issues arising, provide updates on completed and scheduled surveys, and agree any necessary actions to support delivery of services.
- Undertake management asbestos surveys of all areas reasonably accessible for inspection.
- Where materials cannot be accessed for inspection or sampling, they will not be presumed to be asbestos-free.
- Arrange laboratory analysis of samples and provide associated certificates.
- Record the location, type, extent and condition of identified ACMs.
- Complete material and priority risk assessments.
- Clearly identify and record inaccessible or uninspected areas.
- Provide recommendations for the ongoing management of ACMs and any remedial works considered necessary.

3.1 Site Locations

(Figure 3.1 Table illustrating sites and addresses, see Appendix A for further information)

	Schools	Address
1	Abbey Community College	Abbey Road, Ferrybank, Waterford. X91PC91
2	Coláiste Cois Siúire	Mooncoin, Kilkenny X91YI68
3	Coláiste Mhuire	Johnstown, Co. Kilkenny E41H978
4	Coláiste Pobail Osraí	Ormonde Rd, Kilkenny R95X510
5	Duiske College	Graignamanagh, Co Kilkenny R95RR94
6	Grennan College	Grennan, Thomastown, Co Kilkenny R95T959
7	Scoil Aireagail	Scoil Aireagail, Ballyhale, Co. Kilkenny R95AH30
8	Borris	Borris, Co. Carlow R95Y778
9	Coláiste Aindriú & Music Generation Carlow	Fenagh Rd, Muine Bheag, Co. Carlow R21EH27
10	Coláiste Eoin	Hacketstown, Co. Carlow R93CY86
11	Kilkenny City Vocational School	New Street, Kilkenny R95HW74
	Adult Further Education	Address
12	Youthreach Carlow & Carlow Adult Learning	Tullow Road Carlow R93R290
13	Kilkenny Youthreach	Lower New Street, Kilkenny R95 KF53
14	VTOS	Bishop Birch Training Inst, Waterford Rd Kilkenny R95D8HT
15	Ormonde College-Mill	Grennan, Thomastown, Co Kilkenny R95NN8X
16	Ormonde College of Further Education	Ormonde College, Ormonde Road, Kilkenny R95W2XN
17	Ormonde College Equestrian	Grennan, Thomastown, Co Kilkenny R95EV77
18	Adult Education Offices	43, 42 Upper Patrick Street, Kilkenny R95TN93
19	Adult Guidance Offices/Community Ed	1,4,7 Lower New Street, Kilkenny R95AV65
20	Purcellsinch Training Services	Units K & L, Purcellsinch Industrial Estate, Kilkenny Units M Purcellsinch Industrial Estate, Kilkenny R95X0RN
	Administrative Offices	Address
21	Kilkenny & Carlow ETB-Head Office	43 Upper Patrick St, Kilkenny R93DN80
22	Burrin St Carlow	1A, 1B & Burrin Street Carlow R93XR12
	Other	Address
23	Carlow Regional Youth Facility	The Vault, Burrin Street, Carlow R93X039

3.2 Site Access and working arrangements

The Service Provider shall liaise directly with the Client's nominated contact at each property to arrange access and agree survey dates. All works shall be undertaken in a manner that minimises disruption to building occupants and day-to-day operations.

The Contracting Authority reserves the right to proceed with all, or only a proportion, of the identified locations, subject to available funding and budget approval.

3.3 Site Surveys

The survey shall include and is not limited to all **reasonably accessible areas of the buildings and associated structures, including ancillary, auxiliary and service areas, plant rooms, circulation areas, attic spaces, roof spaces, ceiling voids and other areas relevant to the management of ACMs**. Relevant external building elements and associated structures shall also be inspected where applicable.

3.4 Laboratory Analysis

All samples shall be:

- Analysed by an accredited asbestos testing laboratory.
- Examined using recognised analytical methods.
- Tested to determine asbestos type and composition.
- Accompanied by laboratory certificates.

3.5 Risk Assessment

The Service Provider shall:

- Undertake material assessments and priority assessments.
- Assess the condition, accessibility and likelihood of disturbance.
- Assign priority ratings where appropriate.
- Categorise ACMs according to risk level.

3.6 Asbestos Register

An asbestos register shall be prepared for each location and shall include:

- Unique reference number.
- Building name.
- Photographs.
- Exact Location within the building.
- Survey data should, where feasible, be structured and location-referenced to support future integration with asset management and BIM systems.
- Date of Survey.
- Material description.
- Sample reference.
- Laboratory result.
- Asbestos type.
- Quantity estimate.
- Material assessment score.
- Priority Rating.
- Risk category.

3.7 Recommendations

The report shall provide recommendations for ongoing management, repair, encapsulation, removal or other remedial measures, where considered necessary based on the findings and risk assessment.

3.8 Deliverables

The following shall be provided for each facility.

- Executive summary.
- Survey methodology.
- Sample register.
- Laboratory certificates.
- Risk assessments.
- Asbestos management register.
- Photographic record.
- Recommendations Schedule

3.9 Final Project Deliverables

- Individual survey reports for each site.
- Asbestos register in editable format (Excel or equivalent), listing each item, location, material type, condition, sample reference, laboratory result, material assessment score, priority rating, risk category and recommended action.
- Prioritised risk matrix for all campuses.
- Electronic copies of reports and registers in PDF and/or Excel format. (Editable source files where applicable).

4. Tender Timelines

Refer to eTenders notice.

4.1 Tender Fees

Fixed Price Lump Sum fee for the services including specialist input required. A full breakdown of the lump sum fee per facility must be provided. All sums shall be quoted exclusively of VAT. Tenderers shall include all travel and transport costs associated with the delivery of the management asbestos surveying services within their fixed lump sum fee for each facility.

4.2 Programme

Survey works to commence within 7 Days of written instruction to proceed. The service provider shall complete all the above (MAS) reports for each property within three months of appointment including laboratory testing. Suppliers should include in their submission an outline programme indicating mobilisation, on-site survey duration and report issue.

5. Legislative and Compliance Framework

Management Asbestos Surveys shall be undertaken in accordance with applicable Irish legislation and guidance relating to asbestos, and HSG264: *Asbestos: The Survey Guide*. “The purpose of the surveys is to identify, as far as reasonably practicable, the presence, extent and condition of asbestos-containing materials (ACMs) that may be disturbed during normal occupation, routine maintenance and installation activities.”

6. Insurances

The successful supplier shall hold and maintain the following minimum levels of insurance, evidence of which will be required prior to appointment:

- Public Liability: €6.5m
- Employer's Liability: €13m
- Professional Indemnity: €1.5m
- Asbestos-specific cover or extension shall be expressly confirmed in writing.

7. Accreditation and Competency

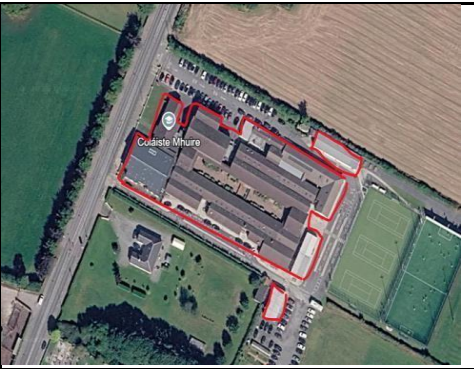
Tenderers shall demonstrate the competence, qualifications and quality assurance arrangements of the proposed survey team within the Tender Proposal Form. Consideration will be given to the qualifications and experience of personnel proposed for the delivery of the services, including possession of BOHS P402 (or equivalent recognised qualifications), and the arrangements for analysis of asbestos bulk samples through an EN ISO/IEC 17025 accredited laboratory (or equivalent). Evidence relating to this section may be requested.

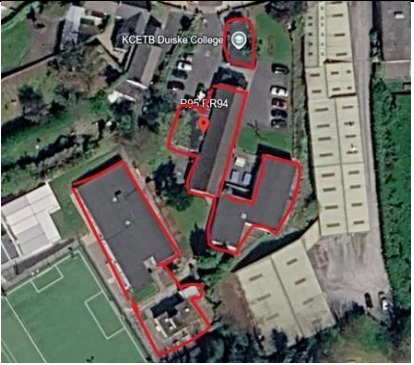
8. Tender Submission Requirements

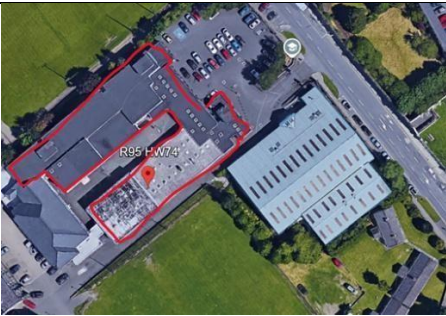
Proposals shall be submitted via eTenders and are to include, at a minimum:

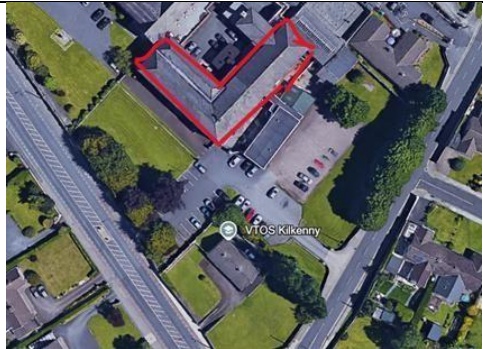
- Fixed lump-sum fee (excluding VAT) provided within the Pricing Breakdown Schedule.
- Form of Tender document.
- Tender Proposal Form.
- Model Forms
- CVs / qualifications of the surveyors proposed to undertake the commission, BOHS P402 certification or recognised equivalent.
- Evidence of the insurances specified in Section 6, including confirmation of asbestos cover.
- Tax Clearance Access Number.

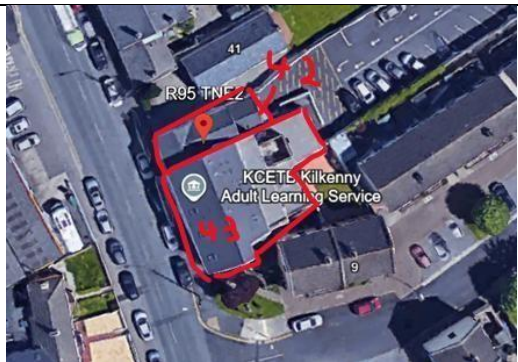
Appendix A

Ref.	Site-Location-Campus	Address	Use of Property	Internal Area (m ²)	Number of Floors	Aerial Photograph
1	Abbey Community College	Abbey Road, Ferrybank, Waterford, X91PC91.	School	5011.00	2	
2	Coláiste Cois Siúire	Mooncoin, Kilkenny, X91YI68	School	2450.00	1	
3	Coláiste Mhuire	Johnstown, Co Kilkenny, E41H978	School	4271.00	1	

4	Coláiste Pobail Osraí	Ormonde Road, Kilkenny, R95X510	School	1301.00	1	
5	Duiske College	Graignamanagh, Co Kilkenny, R95RR94	School	1735.00	1	
6	Grennan College	Grennan, Thomastown, Co Kilkenny, R95T959	School	3964.00	1	
7	Scoil Aireagail	Scoil Aireagail, Ballyhale, Co. Kilkenny, R95AH30	School	3974.00	1	

8	Borris	Borris Co Carlow, R95Y778	School	4642.00	2	
9	Coláiste Aindriú & Music Generation Carlow	Fenagh Rd, Muine Bheag, Co. Carlow, R21EH27	School	1882.00	1	
10	Coláiste Eoin	Hacketstown, Co. Carlow, R93CY86	School	2896.00	1	
11	Kilkenny City Vocational School	New Street, Kilkenny, R95HW74	School	3844.00	2	

12	Youthreach Carlow & Carlow Adult Learning	Tullow Road Carlow, R93R290	Adult Further Education	719.00	2	
13	Kilkenny Youthreach	Lower New Street, Kilkenny, R95 KF53	Adult Further Education	478.00	2	
14	VTOS	Bishop Birch Training Inst, Waterford Rd Kilkenny, R95D8HT	Adult Further Education	731.00	3	
15	Ormonde College-Mill	Grennan, Thomastow n, Co Kilkenny, R95NN8X	Adult Further Education	901.00	2	

16	Ormonde College of Further Education	Ormonde College, Ormonde Road, Kilkenny, R95W2XN	Adult Further Education	1542.00	2	
17	Ormonde College Equestrian	Grennan, Thomastown, Co Kilkenny, R95EV77	Adult Further Education	1518.00	1	
18	Adult Education Offices	43, 42 Upper Patrick Street, Kilkenny, R95TN93	Adult Further Education	660.00	43 has 3 floors 42 has 2 floors	

19	Adult Guidance Offices/Community Ed	1,4,7 Lower New Street, Kilkenny, R95AV65	Adult Further Education	472.00	1	
20	Purcellsinch Training Services	Units K & L, Purcellsinch Industrial Estate, Kilkenny Units M Purcellsinch Industrial Estate, Kilkenny, R95XORN	Adult Further Education	1487.6	2	
21	Kilkenny & Carlow ETB- Head Office	Athy Road Carlow, R93DN80	Administrative Offices	418.00	3	

22	Burrin St Carlow	1A, 1B & Burrin Street Carlow, R93XR12	Administra tive Offices	635.00	2	
23	Carlow Regional Youth Facility	The Vault, Burrin Street, Carlow, R93X039	Other	340	2	