Tender Clarifications					
Competition Reference	LI3983C – RFT for the Provision of Specialist Removal Services for the University of Galway				
Issue Date	25th November 2026				
Message ID	**Date Received**	**Query**	**Response**	**Message ID**	**Response Date**
838846	13.11.2026	Can you please let me know if there is a limit on attendees?	Maximum 2 people per company should attend the Site Visit. Please respond via eTenders mail with the names of attendees and contact number.	839548	16.11.2026
841668	17.11.2026	Is there any possibility of visit on the 20th?	Please note that an additional site visit will take place on **Friday, 20th November** between **9:45 a.m. and 11:15 a.m**. The visit will be held at the James Hardiman Library, Hardiman Building, University Road, University of Galway. Please register your attendance via eTenders by **5pm today, Wednesday 18th November**.	842103	18.11.2026
	19.11.2026	What collections and formats are in scope, and what quantities and linear meters are involved?	As per the TRD, Summary of Requirements, the collections being moved comprise approximately 400,000 items and include paperback and hardback monographs, music scores, loose and bound journals, official publications, DVDs, and CDs. These collections are currently shelved in Dewey order across 16,850 linear metres of shelving over four floors of the James Hardiman Library, which includes the Nursing Library. Archives and rare books are not in scope. **Suppliers should note that maps are not now in scope.**	848704	25.11.2026
	19.11.2026	Where are the collections for each phase currently located?	As per the TRD, Summary of Requirements, Phase 1 comprises approximately 15,000 items shelved together in the Basement of the James Hardiman Library, close to the loading bay, on clearly marked shelves. Phase 2 comprises approximately 50,000 pre-marked volumes distributed throughout the main collections on the ground floor, floor1 and floor 2 and Nursing Library of the James Hardiman Library. Phase 3 comprises volumes in the	848704	25.11.2026

			Basement, ground floor, floors 1 and 2, and the Nursing Library in the James Hardiman Library.		
	19.11.2026	What is the rationale for selection of the 50,000 Open Access volumes?	The 50,000 Open Access volumes have been selected to reflect usage patterns.	848704	25.11.2026
	19.11.2026	Is disposal of shelving in scope?	Shelving disposal is not in scope for this contract.	848704	25.11.2026
	19.11.2026	What Dewey sequencing requirements apply and how are the sequences currently organized in the James Hardiman Library?	As per Section C: Project Plan for Project, in the TRD, Dewey sequence is not required for Phases 1 and 3. Dewey sequence must be retained for Phase 2 and books and journals must be packed, transported and reshelved in correct order. Volumes are currently distributed across the James Hardiman Library as follows: **Ground Floor:** - Selection of volumes grouped as Mind Body Soul in the Dewey range 072.92-941.835 - Selection of volumes in the range 028.9-949.61803 grouped as Popular Fiction; - Law volumes, 340-349 **Nursing Library:** Selection of volumes in the range 001-944.029 **Floor 1:** Ranges: 100, 200, 300, 400, 650-659, 700, 800, 900-999; **Floor 2;** Ranges: 000-090, 500-599, 600-649, 660-699	848704	25.11.2026

	19.11.2026	How will Dewey ranges in Phase 2 be allocated across floors in the Dr Karen Guinee Library?	As per the TRD, Summary of Requirements, Open access collections will be shelved on Ground Floor, Floor 2 and Floor 3 of the Dr Karen Guinee Library. Allocation will be agreed between the successful supplier and the Head of Collections.	848704	25.11.2026
	19.11.2026	What provisions should be made for growth space, shelf adjustments and bookends on the open access shelving in the Dr Karen Guinee Library?	Each shelf in the open access shelving in the Dr Karen Guinee Library should be filled to approximately 80% of shelf capacity. Each shelf has 88cm of usable shelf space. Book ends will be provided in the Dr Karen Guinee Library and do not need to be transported from the James Hardiman Library. Shelf height adjustment will not be necessary as larger books have designated shelving.	848704	25.11.2026
	19.11.2026	What floor plans and shelving plans are available?	Floor plans and site drawings of the Dr Karen Guinee Library have been provided to all suppliers who registered for the mandatory site visit. Additional shelving plans for the Collection areas on Floor 2 and Floor 3 of the Dr Karen Guinee Library are also being provided to those suppliers.	848704	25.11.2026
	19.11.2026	What is the supplier role in the ASRS process, and who unpacks the supplier crates?	As per the TRD, Summary of Requirements, the supplier transports materials in Phase 1 and Phase 3 from the James Hardiman Library to Floor 1 of the Dr Karen Guinee Library, where they can be stored while awaiting ASRS ingest. Crates may need to remain on site for several weeks (Phase 1) or several months (Phase 3) pending ingest. A regular schedule for collection of empty crates will be agreed with the successful supplier. Library staff unpack supplier crates and undertake ingestion into the ASRS bins, which are W 403 mm x L 603 mm x H200 mm and take a weight of up to 30kg. **Suppliers will not be required to undertake ingestion into these bins.**	848704	25.11.2026
	19.11.2026	What crate numbering or labelling system is required?	As per Section A3 of the TRD, clear crate labelling is required and the successful tenderer must provide a detailed plan for crate labelling and stock sequencing to preserve Dewey sequencing for Phase	848704	25.11.2026

			2, and to ensure accurate tracking of moves of all stock in every Phase.		
	19.11.2026	What support will Library staff provide during the move?	As per the TRD, work will be undertaken in consultation with the Head of Collections and Library staff, and the methodology for all phases will be supported by library staff input. Regular communication with Library staff is required.	848704	25.11.2026
	19.11.2026	Will the libraries remain operational during the moves?	The Dr Karen Guinee Library will be an active construction site during the Phase 1 move, with no public access. During Phases 2 and 3, access to the Dr Karen Guinee Library will be restricted to those University staff, students and suppliers preparing for opening, with no general public access. The James Hardiman Library will remain operational during Phases 1, 2 and 3. Usage of the JHL is very significantly reduced when the exam period ends in early May. During Phase 2 and 3, areas of the JHL can be closed off as required and by agreement with the Head of Collections.	848704	25.11.2026
	19.11.2026	What are the access routes to the Dr Karen Guinee Library during March, and then from May onwards?	Phase 1 takes place in March 2027 while the Dr Karen Guinee Library is an active construction site with restricted access. Access to Floor 1 of the Dr Karen Guinee Library during Phase 1 will be via the setdown area marked on the site drawing, and then via Lift 1, G030 to Floor 1. Access to Floor 1 of the Dr Karen Guinee Library during Phases 2 and 3 will be via the loading bay marked Service Access Route on the site drawing, using Lift 2, G007.	848704	25.11.2026
	19.11.2026	What are the access routes to the James Hardiman Library, and are there any constraints on access?	As per the TRD, Scope of Work, there is a loading bay for the James Hardiman Library, the service road to which has a height restriction of 13 ft (4.0 m) and operates a one-way system. The service road is also used by pedestrians, cyclists and other vehicles. The loading bay dimensions are W 174cm and H 174cm. Access to the James Hardiman Library is also possible via the emergency exit doors adjacent to the public lift in the Library basement. Additional	848704	25.11.2026

			access is available through the doors along the corridor on the opposite side of the loading bay.		
	19.11.2026	What parking arrangements are available?	As per the TRD, Scope of Work, tenderers were expected to assess parking, traffic and logistical restrictions during the site visit and reflect these in their submissions.	848704	25.11.2026
	19.11.2026	How will the use of lifts be managed?	As per TRD, Scope of Work, lifts are available in both the Dr Karen Guineee Library and the James Hardiman Library. Dedicated lift access can be provided for the supplier in the Dr Karen Guinee Library for Phases 1, 2 and 3. The public lift in the James Hardiman Library will have shared access for the supplier, staff and students, with the potential that the staff lift could be dedicated for supplier use. The Library will work with the supplier and other contractors to put contingency arrangements in place in the event of lift breakdown.	848704	25.11.2026
	19.11.2026	What are the dimensions of the lifts in the James Hardiman Library?	The James Hardiman Library Staff/Goods Lift is: 104 cm (W) x 130 cm (D) x 200 cm (H) with a door opening width of 80cm. The James Hardiman Library Public Lift is: 97 cm (W) x 135 cm (D) x 200 cm (H) with a door opening width of 90 cm.	848704	25.11.2026
	19.11.2026	What are the dimensions of the lifts in the Dr Karen Guinee Library?	Lifts 1 and 2 in the Dr Karen Guinee Library have the same dimensions: Internal Lift Car Width – 1700mm Internal Lift Car Depth – 1700mm Internal Lift Car Height – 2400mm Landing/Lift Door Clear Opening Width – 1000mm Landing/Lift Door Clear Opening Height – 2300mm	848704	25.11.2026

	19.11.2026	Will supplier teams onsite at the Dr Karen Guinee Library during the Phase 1 ingest in March require a Safe Pass Card?	As the Dr Karen Guinee Library will be a live construction site during the Phase 1 ingest in March, any supplier team members must have a Safe Pass card.	848704	25.11.2026
	19.11.2026	What information is required regarding crate pricing and hire?	Tenderers must provide crate-hire costs, collection arrangements and phase-specific pricing through Appendix 2.	848704	25.11.2026
847934	25.11.2026	The ASRS has capacity of 11,000 crates while a larger quantity is required by the mover to relocate 340,000 books. Can you provide any figure on the amount of crates daily or weekly that you would hope to unpack to the ASRS in order to allow movers to recycle what is a very large crate requirement.	As per the TRD, unpacking and ingest of material into the 12,468 ASRS bins by Library staff is expected to take 3-4 months. The test ingest in March (Phase 1) will enable an updated calculation of speed of ingest for Phase 3. The speed of emptying supplier crates will depend on the size of crate proposed by each supplier and the rate indicated by the test ingest of ASRS Bin population.	848704	25.11.2026
848047	25.11.2026	Can you please confirm that each Dewy call number will be allocated to a floor and not split between floors	It is not anticipated that books within the same Dewey ranges will be split between floors in the Dr Karen Guinee Library.	848704	25.11.2026