

**Questions & Answers 1 – RFP Provision of technical maintenance and other related services FM/18/TM/MC/23**

Question n°1	<p>The following points from the Terms of Reference were mentioned during the site visits:</p> <ul style="list-style-type: none"> <li>• Pay attention to the split between what is in scope of this contract and what is the responsibility of the landlord.</li> <li>• A good relationship with the Property Manager (landlord’s representative) will be required.</li> <li>• All assets under scope and the services are listed in the RFP and the majority of the daily work will typically be spent on electrical work, access control (to include terminals, CCTV and door mechanisms), interventions in relation to sanitary equipment, lights, e-car charger, etc.</li> <li>• Reminder to update drawings following works.</li> <li>• We were asked to confirm the responsibilities around the degreaser. The <u>emptying of it is responsibility of the Catering provider</u>, while the <b>maintenance of it is within the scope of the Technical service provider</b>.</li> <li>• We were asked to confirm the responsibilities around the <b>emergency exist signs/</b> Per the lines #171 and #172 in the Asset list, Annex 8, this is the responsibility of the Landlord (LL). However, the split is as follows: INSIDE the building/office space – this is responsibility of the Technical service provider IN COMMON AREAS – this is responsibility of LL/Property manager.</li> </ul>
Question n°2	<p><b>The asset list has been updated.</b> In total we have adapted 17 items: 15 items have been removed as they were duplicated, we have changed the quantity of one item, and the manufacturer and model of one item. All lines with changes (removal or adaption) are highlighted with a X in column A of the attached file “UPDATED Annex 8 Asset List”.</p>
Question n°3	<p>During the site visit, we were informed that the wall boxes are also part of the scope. How can we find these listed in the bill of quantities (LV)? If not, could you please address the data?</p>
Answer n°3	<p>For the data of the e-car chargers (if you refer to them as ‘wall boxes’) please refer to the Electric car charging stations of Schneider, as listed in the Asset List. We currently have 12 e-car chargers from Schneider included in the asset list and 2 from INOGY (marked as “functional, but out of use”).</p>
Question n°4	<p>Can you confirm that the cleaning of the IT rooms is not part of the technical scope?</p>
Answer n°4	<p>It is the responsibility of the technical provider to ensure that the technical rooms are clean and orderly during the regular use. Occasional basic cleaning and trash removal will be done by the cleaning provider, per their schedule. It is responsibility of the Technical provider to ensure cleanliness by supervision of the cleaning provider. Technical components, materials and parts must be stored neatly and its disposal is the responsibility of the Technical provider. Please refer to section 5.3 e.) of the Terms of Reference: “The Service Provider is responsible for the cleanliness and tidiness of all technical rooms in the ESM premises. The Service Provider must ensure regular cleaning is performed by the cleaning service provider, that all the waste is regularly removed, and that no excess materials or other parts are stored there.”</p>
Question n°5	<p>Can you confirm that the 2 ARGUS E4 speed gates are no longer part of the technical scope?</p>

Answer n°5	The Annex 8 Asset list has been updated to reflect that we have Argus E4 - 2 units and Argus E12 - 3 units.
Question n°6	Can you confirm that emptying the grease trap is not part of the technical scope?
Answer n°6	The emptying of the degreaser is the responsibility of the Catering provider, while the maintenance of it is within the scope of the Technical service provider.
Question n°7	Could you specify the expected maintenance for the furniture?
Answer n°7	Furniture doesn't require preventive maintenance, but it does require inspections and repairs, even replacements if needed. We get occasional requests to repair the mechanism for height-adjustable tables (mostly electrical intervention), or fix the furniture legs, stands, wheels. These requirements are typically not substantial.
Question n°8	Can you confirm the quantities of UV-C lights Air purifiers?
Answer n°8	As defined in the "UPDATED Annex 8 Asset List", there are: <ul style="list-style-type: none"> <li>• 222 pcs of UV-C lights Air purifier ASS T3600PUHVC</li> <li>• 6 pcs of UV-C lights Air purifier Erich Keller Steri move</li> <li>• 19 pcs of UV-C lights Air purifier Phillipps SM345C</li> </ul>
Question n°9	Can you specify if providing batteries for the UPS units is part of the technical scope?
Answer n°9	Yes, it is part of the technical scope.