

**National Museums Liverpool**  
(the “MUSEUM”)

**Output Specification – Volume 1**  
**Building Services Maintenance Specification and**  
**Performance Requirements for Heating Ventilation**  
**Cooling and Hot and Cold Water Services**

<b>Services Specification and Performance Requirements</b>
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## 1.0 INTRODUCTION

This Output Specification has been developed on behalf of National Museums Liverpool ("MUSEUM") for the maintenance of the heating, ventilation, cooling ("HVAC") and hot and cold water services in their estate.

As stated, this Output Specification is for the HVAC and hot and cold water services only, with all other hard and soft services being either self delivered or provided via separate agreements.

The MUSEUM comprises the following buildings, all of which are included within this specification:

- County Sessions House
- Walker Art Gallery
- World Museum Liverpool
- Dale Street
- Johnson Street
- North Street Warehouse
- Conservation Centre
- Maritime Museum
- Dock traffic Office (housing the International Slavery Museum)
- Mermaid House, Pier Masters, Cooperage
- Lady Lever Art Gallery
- Juniper Street 1
- Juniper Street 2
- Edmund Gardner Pilot Boat
- Pilotage Building
- Sudley House
- GWR Building

The Agreement will be for the period of three (3) years, reviewable for an extended period of two (2) years, to a maximum total term of five (5) years.

### 1.1 CONTACT INFORMATION

This documentation has been prepared by CYNERGIN on behalf of the National Museum Liverpool and the contract will be managed by the MUSEUM Estates Department . The Contact details are as follows:

Mr Chris Bailey [chris.bailey@liverpoolmuseums.org.uk](mailto:chris.bailey@liverpoolmuseums.org.uk) who is the "purchaser" for this procurement and who will be the first contact after contract award

All correspondence and queries should be directed to MUSEUM at the email addresses above , unless and until the MUSEUM instructs otherwise in writing, with a copy as follows:

**NOTE:** At all times a copy of all correspondence must be sent to:

[AUDIT@liverpoolmuseums.org.uk](mailto:AUDIT@liverpoolmuseums.org.uk)

**NOTE:** Any emails not copied to the archive (Audit) address above will not be logged and may be deemed **not to have been received**.

Date for return of Tenders: [Monday XXX 2009]

## **1.2 GENERAL STRUCTURE AND LAYOUT**

This Output Specifications is split into two (2) documents:

- Volume 1 of the Output Specification (“OS”) provides a summary of the services to be provided.
- Volume 2 of the OS sets out the Performance Requirements and Key Performance Indicators (“KPI’s”) associated with the provision of Facilities Management services. It provides details of both the MUSEUM’s General and Specific Service Requirements and the Contractor will be required to comply with both. The Payment Mechanism identifies how the Contractor will be paid.
- Both documents will provide the basis, together with the Services Agreement contract (the “Agreement”) on which you will base your tender (the “Bid”) and both Volumes of the OS will be appended to the Agreement as APPENDIX A and become a part thereof.

## **2.0 OPERATING HOURS**

### **2.1 PUBLIC OPENING TIMES**

All buildings are open to the public (except the GWR Building) from 10am until 5pm all year, with the exception of:

- 25, 26 December (closed), and
- 1 January (closed)
- The GWR Building access will be by arrangement with the Energy Services contractor.

### **2.2 STAFF OPENING TIMES**

The MUSEUM staff requires access the buildings all year round at the times contained in the table below (para.3)

### **2.3 ADDITIONAL OPENING TIMES**

In addition to the above, the museum buildings are also open for ad hoc events

The following sites hold occasional special evening events:-

Walker Art Gallery  
Maritime Museum  
World Museum  
Lady Lever Art Gallery

### **2.4 TUPE**

Bidders should be aware that three (3) members of staff are likely to be transferred from the incumbent service provider should a new party be awarded this contract.

A consultation will be carried out with the incumbent service provider and a schedule of such staff, their responsibilities, qualifications, and conditions of employment will be made available to bidders prior to submission of bids.

### 3.0 SCHEDULE OF ESTATES AND SERVICE ELEMENTS

Building	Location,	Type	HVAC equipment	Other plant	Other tasks	Core Operational hours
<b>County Sessions House</b>	William Brown Street,	General Offices	LTHW system and zone controls	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Walker Art Gallery</b>	William Brown Street,	Public Galleries & storage	LTHW boilers & associated circulating pumps, various air handling units, with heating ,cooling & humidification DHW. systems & monitoring Package chiller systems BMS controls	Hot and Cold water services	Cleaning of plant rooms	1000-1700 7 days
<b>World Museum Liverpool</b>	William Brown Street	Public Galleries, offices and general storage	LTHW boilers & associated circulating pumps, various air handling units, with heating ,cooling & humidification DHW systems & monitoring Package chiller systems BMS controls	Hot and Cold water services	Cleaning of plant rooms	1000-1700 7 days
<b>Dale Street</b>	127 Dale Street	Offices	LTHW Boiler & associated pumps. DHW system & monitoring	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri

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<b>Johnson Street</b>	22 Johnson Street	Offices	LTHW boiler associated pumps & emitters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>North Street Warehouse</b>	North Street	Offices & storage	LTHW. boiler associated pumps & emitters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Conservation Centre</b>	Whitechapel	Conservation Studio' s, Offices & public area	LTHW. boilers & associated circulating pumps, various air handling units, with heating ,cooling & humidification DHW systems & monitoring Package chiller systems BMS. controls	Hot and Cold water services	Cleaning of plant rooms	Offices: 0730-1830 Mon to Fri Galleries 1000-1700 7 days
<b>Maritime Museum</b>	Albert Dock	Public Galleries & storage	LTHW boiler associated pumps & emitters. Various air handling units ,with heating ,cooling & humidification. 2 cooling towers , with L8 monitoring DHW system , and monitoring, pneumatic control system 2 No package chillers	Hot and Cold water services	Cleaning of plant rooms	1000-1700 7 days
<b>Dock traffic Offices</b>	Albert Dock	Offices	L.T.H.W. boiler associated emitters & pumps, Air handling units, with heating and cooling, DHW system and monitoring  Package chiller systems	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri

<b>Mermaid House, Pier Masters and Cooperage</b>	Albert Dock	Offices	LTHW boiler associated emitters & pumps,	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Lady Lever Art Gallery</b>	Port Sunlight	Public galleries & storage	LTHW. boiler associated emitters & pumps Control system	Hot and Cold water services	Cleaning of plant rooms	1000-1700 7 days
<b>Juniper Street 1</b>	Bootle	Storage	LTHW. boiler associated emitters & pumps	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Juniper Street 2</b>	Bootle	Ship keeping	Gas fired air heaters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Edmund Gardner Pilot Boat</b>	Albert Dock	Boat museum	LPG gas fired boiler	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Pilotage Building</b>	Albert Dock	Office	LTHW boiler associated pumps & emitters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Sudley House Art Gallery</b>	Mossley Hill Road	Public galleries, education & storage	LTHW boiler and associated pumps and emitters. Electric heaters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri
<b>Great Western Railway Building</b>	Mann Island	Office	LTHW boiler and associated pumps and emitters. Electric heaters	Hot and Cold water services	Cleaning of plant rooms	0730-1830 Mon to Fri

**Notes**

Hot and cold water services includes (but is not limited to) pipe work taps and all associated equipment

For the avoidance of doubt compliance with L8 is required and a log book must be maintained

Maintenance for all electrical HVAC and HWS plant will include the wiring up to the closest distribution board, including any local isolators

Includes maintenance of humidifiers and water treatment plant

