



CLIENT:

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Committee

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**TENDER FOR THE
CURATIVE AND PREVENTIVE MAINTENANCE OF WORKS AND
INSTALLATIONS ARTHUR RIMBAUD CAMPUS**

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TITRE 1 GENERAL CLAUSES AND REQUIREMENTS

1.1 Context of the operation

The Arthur Rimbaud French School wishes to entrust an external service provider with the preventive and curative maintenance of the works and installations on the Campus Athur Rimbaud.

The works and installations concerned are as follows:

- Carpentry - Framework
- Roofing - Gutter
- Underground networks
- Masonry work
- Major cleaning work
- Floor coverings (soft and hard, wood, concrete, synthetic, etc.)
- Joinery (windows, doors, glazed frames)
- Electricity (high and low voltage)
- Service to Generator
- Plumbing (WCs, showers, sinks, solar water heaters, washbasins)
- Gas installations
- Painting (Touch up)
- Pool service
- Ventilation (hoods, fans, controlled mechanical ventilation, etc.)
- Air conditioning (individual and centralized)
- Kitchen equipment
- Refrigeration
- Steel work
- Furniture repair
- Fire hydrant and water hoses

Interventions (date and time slot) will be planned in agreement with the establishment.

The establishment welcomes staff and the public from 8am to 6pm, Monday to Friday.

1.2 General requirements

As part of this contract, the contractor will be responsible for managing, steering and carrying out a number of maintenance and service activities, so as to enable the project owner's main activity to be carried out under optimum conditions.:

- Compliance with legal and regulatory obligations,
- Troubleshooting
- Increased equipment longevity.
- Reduction in emergency response.
- Elimination of pre-breakdown malfunction periods.
- Increased safety, particularly for students,
- Equipment productivity,
- Durability of assets and goods,
- Advice on future investments
- Technical support for upgrading the systems in place

Candidates will be required to visit the site in order to assess the restoration of the equipment, the level of work to be carried out, its importance and nature, estimate the implementation times, the type of parts to be changed and make an inventory of the work to be carried out, according to its importance and nature.

Candidates will check the performance of the existing equipment and update the "asset history" table that they will submit with their tender according to the following parameters:

- a) The condition of the equipment
- b) Equipment requiring servicing, specifying the type.
- c) Number and type of people involved
- c) Equipment to be changed

The services to be provided are those described in the tender and its appendices (history of the property, details of services, unit price schedule, plans).

The work must be complete, the equipment in working order, ready to be put into service, with all supply and installation operations carried out in accordance with the rules of the trade and the standards in force, without the contractor being able to claim any increase in price for reasons of omissions in the response to the invitation to tender.

The "history of the asset" tables are taken from an audit carried out in November 2023; the tenderer must update them as the contract progresses.

If, after analyzing this tender and its appendices, the candidates consider that the services or some of their characteristics are not in line with the requirements to be met, they must express their reservations in an attached note, clearly setting them out. If the candidates do not feel they need to express any reservations, they will then be considered to be in full agreement with the content of this tender and will accept all the consequences.

Under this contract, the Contractor must optimize the overall cost of ownership of the installations entrusted to it through its actions.

It will keep track of these interventions by producing a management chart that will enable the project owner to decide on any actions that will lead to the long-term future of this technical heritage. This logbook will show the progress and execution of all the services covered by this contract.

The Asset History table can be used as a basis for this logbook.

Candidates must submit the following with their proposal

- The preventive maintenance schedule
- The monthly cost of work by trade
- A presentation of their company
- The name and area of expertise of the team that will be based on site.
- Reference similar to the services requested

If, during the contract period, parts replacements, repairs or work other than that provided for in the appendix prove necessary to restore the equipment concerned to good working order or conformity, an estimate will be drawn up and submitted to the Client for approval.

1.3 Duration of the contract

One year. From 1 January 2024 to 31 December 2024.

1.4 Form of the contract

The contract will be made up of a firm tranche with a fixed-price part and an order form part for repair services and services not covered by the fixed-price part.

1.5 Terms and conditions

Before any "plannable" intervention, the delegatee's technicians must contact the Client. They must contact the Client before and after any work is carried out on site.

For any specific work involving service continuity, safety or operating conditions (non-blocking corrective work, preventive work, etc.), a written work request must be submitted 3 working days before the start of the service.

Any anomaly noted during a visit that is likely to present a serious or imminent danger must be reported immediately to the Client's manager.

Work must take place outside school hours wherever possible or during school holidays to minimise disruption to school activities.

1.6 Changes in operating conditions

As part of its renovation or new works policy, the Client may be required to modify the installations covered by this contract (rehabilitation, extension, restructuring, etc.). The Delegatee will be notified in advance and must provide its assistance during the work period in order to ensure continuity of service under the conditions of this contract.

No work will be carried out on the installations covered by this contract without the prior knowledge of the Delegatee. Similarly, no technical modification may be made to the installation by the Delegatee, even at its expense, without the Client having been informed in advance.

Acceptance of the work, with or without reservations, will be immediately followed by the taking over of the newly completed installations by the delegatee. The Client will examine on a case-by-case basis the terms and conditions for taking these services into account by means of an amendment in accordance with the commercial provisions set out in the contract.

1.7 Contract management

The monitoring of the performance of technical installations and services, as well as the organisation put in place, will be carried out using a dashboard presented in the form of a control sheet.

This will bring together all the qualitative, technical and economic data relating to the Operation - Maintenance activities, with a frequency adapted to the issues at stake:

- On an ongoing basis (in real time) for the most critical activities (availability of critical equipment, compliance with preventive maintenance, etc.)
- Periodically for the others

This "contract management sheet" will provide the project owner with a summary view of the situation and enable him to monitor developments in order to decide on the direction to take and the strategy to implement.

It will collect data from

- The various meetings between the Contractor and the project owner's representative
- Malfunctions and significant events
- Various energy consumption data (water, electricity, etc.).

Depending on the circumstances and the situation at the time, a meeting to present and comment on this document will be organised at the initiative of one or other of the parties.

1.8 Privacy policy Confidentiality

The Delegatee undertakes not to divulge to third parties all or part of the information and documents gathered in the course of its services, unless authorised in writing by the Client. However, persons or companies consulted or met in the course of providing a service are not considered to be third parties.

1.9 Safety

In addition, the Client will authorise, with one week's notice, the Delegatee's personnel, or those of its subcontractors, to enter all parts of the installations or buildings concerned, in order to carry out the contractual services, or to carry out any checks that may be necessary. Consequently, access to the installations (particularly the technical premises) by any person not authorised by the project owner is prohibited.

Any breach of this prior authorisation will result in the immediate dismissal of the unauthorised persons; a repeat offence may be grounds for termination of the contract.

1.10 Designation of parties

1.10.1 Client

The Client is responsible for monitoring and managing the technical, administrative and financial aspects of these services.

1.10.2 Delegate

The delegatee undertakes to provide the names of the following people at the contract launch review:

- A single contract manager, responsible for the administrative management of this contract.
- A single site manager, with operational responsibility for all activities generated by this contract.
- A team of technicians, qualified for the services and interventions covered by this contract.

Under no circumstances may the Service Provider subcontract the performance of any part of the contract or transfer all or part of the contract without the Client's prior formal agreement, in accordance with the commercial provisions set out in the contract.

Any change must be the subject of a prior request and approval by the Client.

TITRE 2 MAINTENANCE OF WORKS, INSTALLATION AND EQUIPMENT

2.1 Purpose of the contract

2.1.1 Nature of services

Maintenance and additional services

The frequency of surveillance and maintenance operations is at the discretion of the Delegatee, in compliance with safety instructions and operating conditions, in order to guarantee the performance obligations set out below. When choosing the frequency of maintenance operations, the Service Provider will take into account the guarantees provided by the technical equipment entrusted to it. The Service Provider will endeavour to comply with current regulations, standards, technical specifications and good practice.

As this is a contract with performance obligations, the fixed-price services expected are in particular:

- Preventive maintenance
- Remedial maintenance
- Maintaining safety and compliance,
- Assistance to the inspection body,
- Assistance to the operator and advice to the Client, including monitoring the performance of the holder of the preventive maintenance contract.
- Monitoring the lifting of reservations and guarantees (in the case of new installations),
- Providing technical assistance to the project owner with regard to insurance procedures (under the guarantee of perfect completion and the ten-year guarantee, or property damage insurance).
- All services required for the operation and durability of the facilities.

The Service Provider will coordinate and carry out these services using its own resources and, if necessary, using subcontractors.

The Service Provider will define the regulation instructions and operating parameters for the various installations so as to achieve the required service levels while optimising or even reducing the various energy and fluid consumption levels.

The Service Provider will propose to the Client that it implements :

- preventive maintenance plans to ensure that performance targets are met,
- Spare parts stock levels,
- the 3-year multiannual works plan,
- reporting, in particular by means of management charts

2.1.2 Description of installations

This contract covers the maintenance of all of the following categories:

- Carpentry - Framework
- Roofing - Gutter
- Underground networks
- Masonry work
- Major cleaning work
- Floor coverings (soft and hard, wood, concrete, synthetic, etc.)
- Joinery (windows, doors, glazed frames)
- Electricity (high and low voltage)
- Service to Generator
- Plumbing (WCs, showers, sinks, solar water heaters, washbasins)
- Gas installations
- Painting (Touch up)
- Pool service
- Ventilation (hoods, fans, controlled mechanical ventilation, etc.)
- Air conditioning (individual and centralised)
- Kitchen equipment
- Refrigeration
- Steel work
- Furniture repair
- Fire hydrant and water hoses

Not included in the list, but also included, are the parts and components necessary for the equipment to perform its functions, in particular: associated valves and fittings, auxiliary circuits, measuring, control and regulation devices, and the electrical supply up to the first junction box.

Wear parts included in this contract are as follows:

GAS PARTS

- Lever
- Injector
- Gas seal
- High temperature grease
- Thermocouple
- Pilot pipe
- Pilot burner

ELECTRICAL PARTS

- Indicator light
- Fuse
- Domino
- 16A to 32A plug
- Flexible power cable for small appliances (slicer, peeler, mixer, etc.)

MISCELLANEOUS PARTS

- Cleaning product
- Grease
- Release agent
- Serflex
- Screws and bolts
- Belts (peeler, slicer, wringer)
- O-rings.
- Capacitor
- HV terminal
- HV cable
- HV sheath

WASHING PARTS

- Turnstile nut
- Water supply hose
- Pressure switch hose
- Hose
- Gasket
- Washing and rinsing jets to be fixed on arms or turnstiles
- Pressure switch
- Compression chamber

SANITARY PARTS

- PVC elbow tee
- Stainless steel water connection hose for appliances
- Siphon on sink
- Teflon
- Tap gasket
- Copper elbow tee
- Valves
- Hot/cold water shut-off valve

Wearing parts for the air conditioner and parts for the swimming pool pump should be included. The candidate should propose a list of the parts included.

2.1.3 Services excluded from the contract

The services excluded from the contract concern :

- - IT equipment

- - Cameras, sound speaker, smoke detector, intruder alarm, ambulance alarm, wifi network, photocopiers, computer networks, fire extinguishers, etc.
-

2.1.4 Initial inventory and consideration of installations

Within a period of 4 weeks from the date on which performance of the contract begins, Delagate will draw up an inventory and assessment document of the condition of the installations within the perimeter to be maintained.

This assessment is an opportunity to reinforce the inventory attached to the tender and the content of the preventive maintenance plans in order to guarantee the specified availability objectives.

Delagate will not be able to take advantage of a lack of knowledge of a piece of equipment to avoid its contractual obligations.

The installations made available to Delagate under this contract are deemed to be compliant and operational for the service obligations requested.

In the event that the spare parts are at a manufacturing standstill and without equivalence, Delagate must specify the incriminated equipment exhaustively in its statement of account.

2.2 Level of service to be achieved - Detailed requirements

Refer to section 2.1.1 Nature of services

2.2.1 Flat-rate services

2.2.1.1 Obligations in respect of fixed-rate benefits

Delagate undertakes to ensure the obligations of result for the various technical installations.

A breakdown will be considered as blocking if the operation of the equipment concerned is interrupted or if the equipment no longer fulfils the functions for which it was installed.

2.2.1.2 Preventative maintenance

Delagate will present the frequency and content of maintenance operations (nature of the operations, consumables, oils, refrigerants, spare parts, labour, etc.) to the Client at the end of the acceptance meeting for each item of equipment that is subject to preventive maintenance, in accordance with the performance obligations mentioned above.

Consumables and small parts subject to wear and tear as part of normal use are included in the fixed price, with no limit on the amount (lubricant, fluid seals, belts, filters, seals, indicators, electronic components, remote control batteries, fuses, etc.).

A provisional schedule setting out the dates of interventions will be drawn up by Delagate and offered to the Client.

The dates thus selected will serve as a reference for work carried out during the current year. This schedule will be submitted no later than 2 weeks after the date of notification of the contract, and will then be updated annually.

Delagate must confirm its intervention with the Client at least 8 days before the presumed date, mentioning the date and time of arrival, the names of those involved, as well as the duration and nature of the service.

The shutdown dates for preventive maintenance will be proposed by Delagate and validated by the Client at the half-yearly meeting.

2.2.1.3 Corrective maintenance

In the event of an anomaly, Delagate must intervene within the aforementioned timescales from the time the Client is notified of the fault.

The fixed price for corrective maintenance in this contract includes all services (receiving the call, processing the call, travel by the technician(s), dismantling the protection if necessary, diagnosis, safety or consignment if necessary).

The package also includes all corrective work for which the unit purchase cost of supplies (spare parts, refrigerants, other services, etc.) is less than or equal to USD 300 per unit (including discounts), including reassembly, even if this is scheduled for a later date.

Also included in the fixed price is the reassembly of parts taken from the stock built up at the time of collection (parts with a unit price above the threshold). A quotation will then be provided to renew the stock. Labour is included in the fixed price.

Only corrective action due to malice or vandalism is excluded from the fixed price.

Beyond this threshold of \$300 per unit, please refer to the section entitled "Services not included in the fixed price".

Any compliance work following reports from inspection bodies may be dealt with within the framework of "services not included in the fixed price".

The Delagate is deemed to have taken note of the premises and of all the elements relating to the performance of the services. As a result, Delagate will not be entitled to claim any price supplement for any additional services that it is obliged to carry out and which are the result of a poor assessment of the services requested and the state of the installations.

The quotation will state the deadline for carrying out the services from the date on which the installations are made available by the Client.

The Client may use the "services outside the fixed price" framework to carry out modifications and improvements to the technical installations.

Note: Any breakdown resulting from poor execution or a lack of preventive measures will be taken into account under the fixed price.

2.2.1.4 Assistance to the control office

As part of the package, Delagate will provide assistance to the inspection body for equipment subject to regulatory controls and mandatory periodic inspections within its scope (electricity, lifts, pressure equipment, etc.).

Delagate is obliged to accompany the inspection bodies during their work and to carry out the operations required to complete these inspections (consignments, opening of access panels, removal of protective covers, dismantling, reassembly, etc.).

Delagate will be responsible for analysing these inspection reports and implementing corrective actions relating to observations. At the Client's request, Delagate may draw up costed proposals to respond to other observations (compliance, etc.).

The actions taken in response to the comments made by the inspection bodies must be carried out within 15 days, except for comments affecting the safety of individuals, which must be carried out immediately.

Delagate will progressively inform the Client in writing of the actions taken and any remaining reservations.

The Client may carry out or have carried out any checks that it deems necessary. Delagate must provide the documents necessary for these checks and assist the Client or its representative in these checks or tests.

2.2.1.5 On-call duty

the delegatee must be able to intervene at any time of the day in the event of an emergency. He must be available 24 hours a day, 7 days a week. 365 days a year.

They must have a team on site from 7 am to 6 pm.

The applicant must include in his application a list of the skills and experience of the staff training his team to ensure compliance with the rules governing interaction with school staff and children.

2.2.1.6 Insurance claims and procedures (Perfect Completion, Decennial, Property Damage)

Delagate must inform the Client of any damage to the buildings and technical equipment covered by this contract. This information will be provided by sending a detailed damage report (date and time of the damage, description of the damage, presumed causes, conservation measures proposed or implemented, proposed repair solution with costing), accompanied by photographs if necessary.

The Client will be responsible for declaring the loss to the relevant insurance (damage to works or property) and will keep Delagate informed of the action taken.

The Delagate involved in this contract will be responsible for providing the Client with technical assistance, and in particular will attend the various expert appraisals.

The Delagate will rely on the skills of subcontractors depending on the claims.

Finally, Delagate's liability may be sought in particular in cases where one of the supposed causes of damage is a maintenance fault, or linked to failure to comply with the obligations of this contract.

2.2.1.7 Updating documentation

Delagate will monitor and update the existing technical documentation (Dossier d'ouvrages exécutés, plans and diagrams, etc.) made available by the Client following the work it carries out.

2.2.2 Services not included in the package

Outside the maintenance threshold defined in § 2.2.1.3 "Corrective maintenance" (USD 300 per unit, including discounts), corrective interventions will be the subject of a quotation which will be sent by Delagate to the Client within 3 days of notification of the fault. It will be processed as part of a purchase order.

However, Delagate will have to provide a quote justifying that the threshold of USD 300 per item has been exceeded.

Any use of the equipment covered by this contract that is out of tolerance (incivility, vandalism, deliberate damage, etc.) will be treated as an extra charge.

The quotation will show the quantities and corresponding unit prices (hourly rate, proof of purchase of spare parts, etc.) in accordance with the breakdown of costs attached in the appendices and completed by the candidates, and will include a detailed description of the services to be provided and the methods of execution (security, interface with other departments or service providers).

If necessary, the Client reserves the right to ask the service provider for a second quotation for the parts to be replaced from another supplier.

2.2.3 Guarantee

The duration of the guarantee (parts and labour) is 12 months after all services (fixed price or not) following the date of acceptance of the service.

In the event of interventions within the framework of the guarantee, Delagate must respect the response and repair times mentioned in § 2.2.1 "Flat-rate services".

2.3 Terms and conditions

2.3.1 Client's obligations

The Client will provide Delagate with all documentation in its possession.

The Client will provide the energy, water and connections necessary to carry out the work.

A representative of the Client will be appointed and will be responsible for opening the premises at Delagate's request.

The Client will not carry out any work on the installations other than switching on or off, testing lamps and restarting equipment without informing Delagate.

The Client will immediately inform Delagate of any observations or prescriptions made by bodies recognised as competent (inspection offices, experts, administrations, etc.) and more generally of any events, facts, findings, decisions or other, which may have an impact on the performance of this contract other than those described in the periodic inspections which are the responsibility of Delagate in this contract.

2.3.2 Self testing

Delagate will introduce a self-monitoring system for these services. All anomalies and malfunctions will be recorded and corrective action taken to eliminate their recurrence. Repeated anomalies will have an impact on the cost of the service, in particular: failure to receive work, repetitive damage, failure to comply with feedback procedures.

2.3.3 Security

2.3.3.1 Prevention plan

Delagate will carry out the required work in compliance with the legislation in force. Risk situations will be identified and rectified in consultation with the Client and the project management assistant responsible for the implementation of health and safety rules in the workplace, where the parties are jointly concerned. Delagate will record operating anomalies and dangerous attitudes in its own activities, which have led to incidents, accidents or otherwise, so as to prevent any future risk.

This document identifies the risk prevention measures taken during the various works carried out on the installations and in particular :

- electrical work: qualifications of workers
- work at height: equipment used, maintained and checked, authorisations, etc.
- fire permits if welding, etc.
- Work to ensure the safety of children in an occupied school site

All Delagate personnel, as well as subcontractors who work on the site at Delagate's request, must be equipped with personal protective equipment as required by law and be up to date with their inspections.

2.3.3.2 Work signage and fire permits

Whenever necessary, the Delagate must, at its own expense and with the Client's approval, place barricades or diversions, put up signs and take all steps to ensure signage and warn the various users and visitors of the presence of prohibited areas.

In the event of failure by Delagate, or in the event of danger, the Client reserves the right to take any useful measure at Delagate's expense, and without prior formal notice, without this action releasing Delagate from liability in the event of an accident.

For work requiring the use of tools that are sources of heat (or fire), Delagate must ask the Client for a fire permit.

2.3.4 Environment

Delagate will take an environmental approach to the work carried out under the contract, particularly with regard to waste management and traceability. It will set up a monitoring register. Delagate will be responsible for disposing of the waste generated by its activity.

Waste tracking slips will be systematically provided to the Client.

2.3.5 Staff assigned to the contract

These personnel must have the necessary authorisations (electricity, refrigerants, welding, etc.); all tools (fixed or mobile drilling machine, grinding machine, welding machine, etc.) and technical equipment (lifting equipment and accessories, cradles, scaffolding, etc.) required to carry out the work are the responsibility of Delagate and will comply with the regulations in force.

The contractors are deemed to have checked the content of the documentation and to have full knowledge of

- The make-up of the buildings
- Constraints due to the purpose of the sites
- The consistency of the equipment and installations they are required to operate
- The special access conditions relating to safety and the specific nature of the works (access control, keys, etc.).

To this end, Delagate will provide its agents with training that meets the above obligations before their first intervention. It will keep an up-to-date list of these personnel. It is compulsory for any on-call personnel to be mentioned on this list.

2.3.6 Subcontracting

Sub-contracting, in the same field of activity as Delagate, is authorised with companies of equivalent qualification, subject to the explicit agreement of the Client's representative prior to any commencement of services by the latter.

The Client's opinion will take the form of a special sub-contracting deed which will approve the sub-contractor and the terms of payment of the latter. The terms and conditions will be specified in the maintenance contract.

To this end, it must provide the information (staff skills, authorisations, technical resources, references, etc.) that will enable it to make this decision.

An update of the prevention plan will be carried out by the project owner's assistant for the agent responsible for implementing health and safety rules at work before the start of the services required on this occasion.

2.3.7 Premises and equipment

The Client will provide Delagate with 11 m² of premises for the administrative management of the maintenance activities covered by this contract and 15 m² of premises for storage of tools replacement items

2.3.8 Service limits

Delagate may be asked to carry out additional work to repair faulty installations for which a lump sum is charged:

- Damage resulting from installation that does not comply with the equipment manufacturer's specifications,
- Falls and/or impacts,
- Disasters such as fire, flooding, lightning, cyclones, etc.
- Use outside tolerances (incivility, vandalism, deliberate damage).

2.3.9 Insurance

The Delegate is obliged to take out, no later than the date of signature of the present contract, with an insurance company that is known to be solvent, all the insurance policies necessary for the performance performance of the contract, so as to be guaranteed against any indemnity to which it may be exposed as a result of the activity under this contract. A copy of the insurance policies taken out will be sent to the Client prior to any commencement of services

The Service Provider's liability to the Client for non-performance of its contractual obligations may only be sought, over and above the amounts resulting from the application of this agreement, in the event of a breach, fault or omission committed in or in connection with the performance of the services for which it is responsible under this agreement. services for which it is responsible under this contract.

It is expressly agreed between the parties that any such fault or omission, as distinct from non-compliance with the Service Provider's undertakings, shall be deemed to have been committed by the Service Provider. Non-compliance with the Service Provider's obligations, must be proven by the Client and attributable to the Service Provider.

The Client must provide proof of the damage suffered.

TITRE 3 MARKET MANAGEMENT ORGANISATION

For each meeting between Delagate and the Client, Delagate will draw up a report (paper and computer format) within 5 days mentioning the main decisions taken and will ensure a follow-up of the actions or measures to be taken.

The Client will have a period of 5 working days to make any observations after receiving the reports. Delagate must make the necessary corrections within 3 days of receiving any comments.

3.1 Contract launch review

Following notification of the contract, the Client will organise at least one contract review during which, in particular, there will be :

- a joint reading of the various contract documents ;
- drawing up and signing the prevention plan;
- organisational arrangements;
- current and future operating constraints explained by the Client.

Note: in the period between the contract launch review and the first half-yearly meeting, the Client will organise as many meetings as necessary to ensure the organisational implementation of the contract

and the taking into account of the installations, which Delagate will be obliged to attend without additional remuneration.

3.2 End of treatment meeting

Once the installations have been taken over (4 weeks), the Client will organise a meeting at which Delagate will present in particular:

- an update of the provisional preventive maintenance schedule implemented on the day the contract comes into force;
- the inventory and condition of the equipment within its scope;
- the monitoring documents in place.

3.3 Annual meeting

Each year the Client will organise a meeting during which Delagate will present a report on the past year and the work carried out.

In particular, Delagate will present :

- a review of the past year (changes in indicators over the various six-month periods and annual consolidation, comparative and forward-looking analysis),
- an update of the prevention plan
- an update of the technical inventory;
- an analysis of the various interventions in order to optimise the safety of the installations and the operation of the contract for the following year (revision of the maintenance plan in particular);
- updating the forecast preventive maintenance schedule for the following year
- monitoring the multi-year works plan

3.4 Proposal plan

At the end of September of each contract year, Delagate will submit a plan of proposed services (new works, improvements, modifications, with associated costs).

3.5 Tracing

Each intervention (preventive, corrective, various services, etc.) will be the subject of an intervention sheet, the form and content of which will have been validated during the contract review.

The Client has permanent access to this document.

In particular, this document will mention

- the start date of the work ;
- the end date of the service
- a description of the services performed
- the list of spare parts used;
- the observation, corrective and preventive action, mode and cause of failure;

This work sheet will be validated by the Client.

After any intervention Delagate will, if necessary, update the existing plans and diagrams

The registers corresponding to the service carried out must be signed at the end of each service by Delagate, which will ensure that they are properly kept.

3.6 Contract termination

The balance of the contract will be paid subject to :

- the updating and return of the copy of the operating and maintenance files;
- completion of the services and corrective and preventive work on the installations;
- the technical premises are in a satisfactory state of cleanliness;
- supply of the annual report, the proposal plan and an up-to-date and complete inventory
- any work to comply with current legislation
- normal obsolescence of the installations

3.7 Changes to the portfolio of works, installations and equipment taken over

3.7.1 Changes in operating conditions

Any change in operating conditions having any impact on the performance of this contract will be the subject of an amendment specifying the new terms.

3.7.2 Any change in the nature of the materials or equipment pool

Any change in the stock of materials or equipment covered by this contract after validation of the inventory by both parties may be the subject of an amendment specifying the new terms and conditions and the corresponding charges.

3.8 Terms of payment

The Delegate send an invoice by the 5th of the followings month.
Client payment of invoice is within 14 calendar days of date of submission of invoice.

APPENDIX 4.1 : LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE WITH THE OFFER

- a) Company presentation
- b) Company memorandum
- c) List of agents assigned to the assignment
- d) Completed APPENDIX 1 (4.1a & 4.1b)
- e) Methodology implemented for the assignment
- f) Report template
- g) Insurance

APPENDIX 4.2

Monthly fixed price schedule	
Designation	Monthly cost excluding VAT
Carpentry - Framework	
Roofing	
Underground networks	
Masonry work	
Major cleaning work	
Floor coverings (soft and hard, wood, concrete, synthetic, etc.)	
Joinery (windows, doors, glazed frames)	
Electricity (high and low voltage)	
Service to Generator	
Plumbing (WCs, showers, sinks, solar water heaters, washbasins)	
Gas installations	
Painting (Touch up)	
Pool service	
Ventilation (hoods, fans, controlled mechanical ventilation, etc.)	
Air conditioning (individual and centralised)	
Kitchen equipment	
Refrigeration	
Steel work	
Furniture repair	

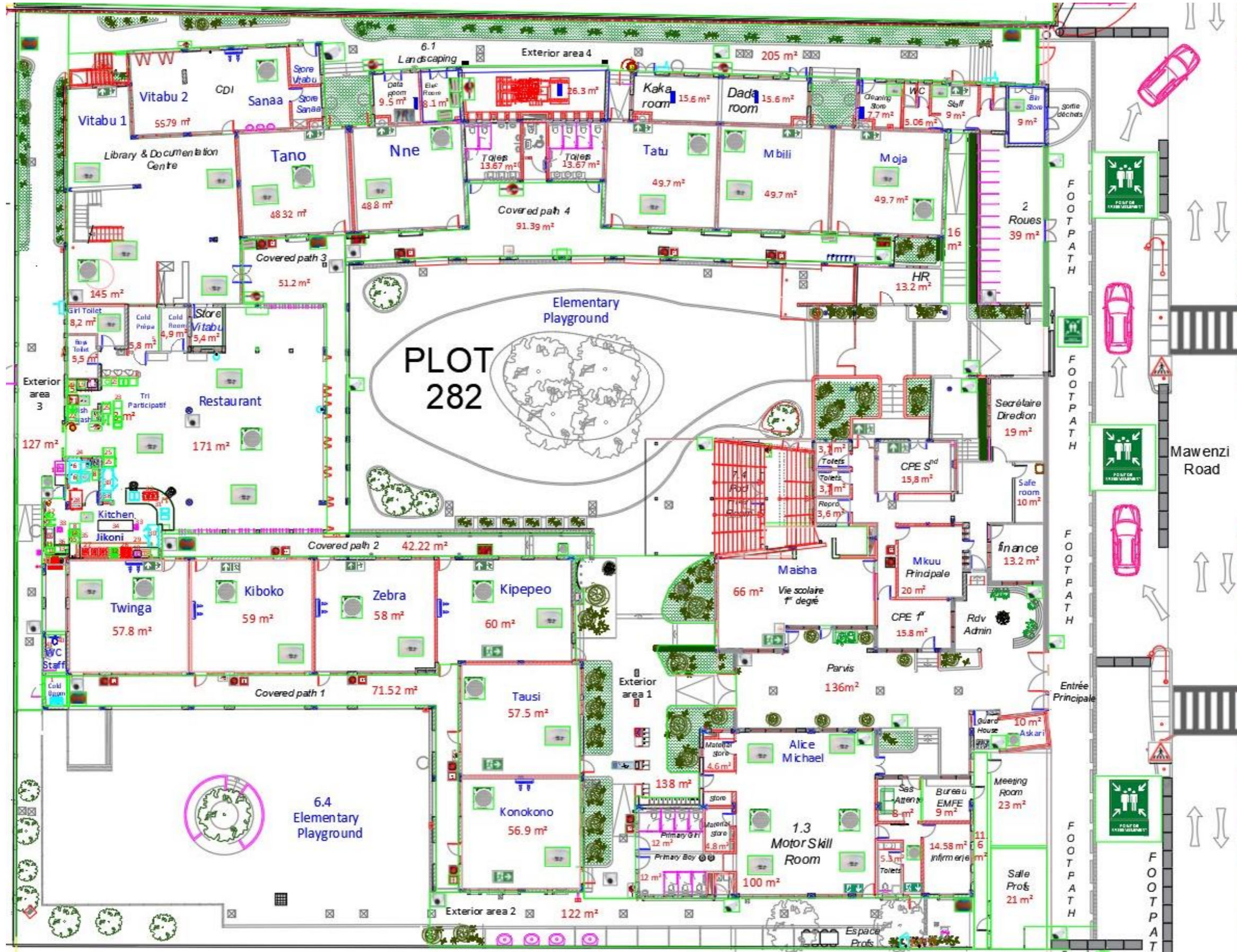
**TENDER FOR THE MAINTENANCE
CURATIVE AND PREVENTIVE MAINTENANCE OF WORKS AND INSTALLATIONS ARTHUR RIMBAUD CAMPUS**

15/26

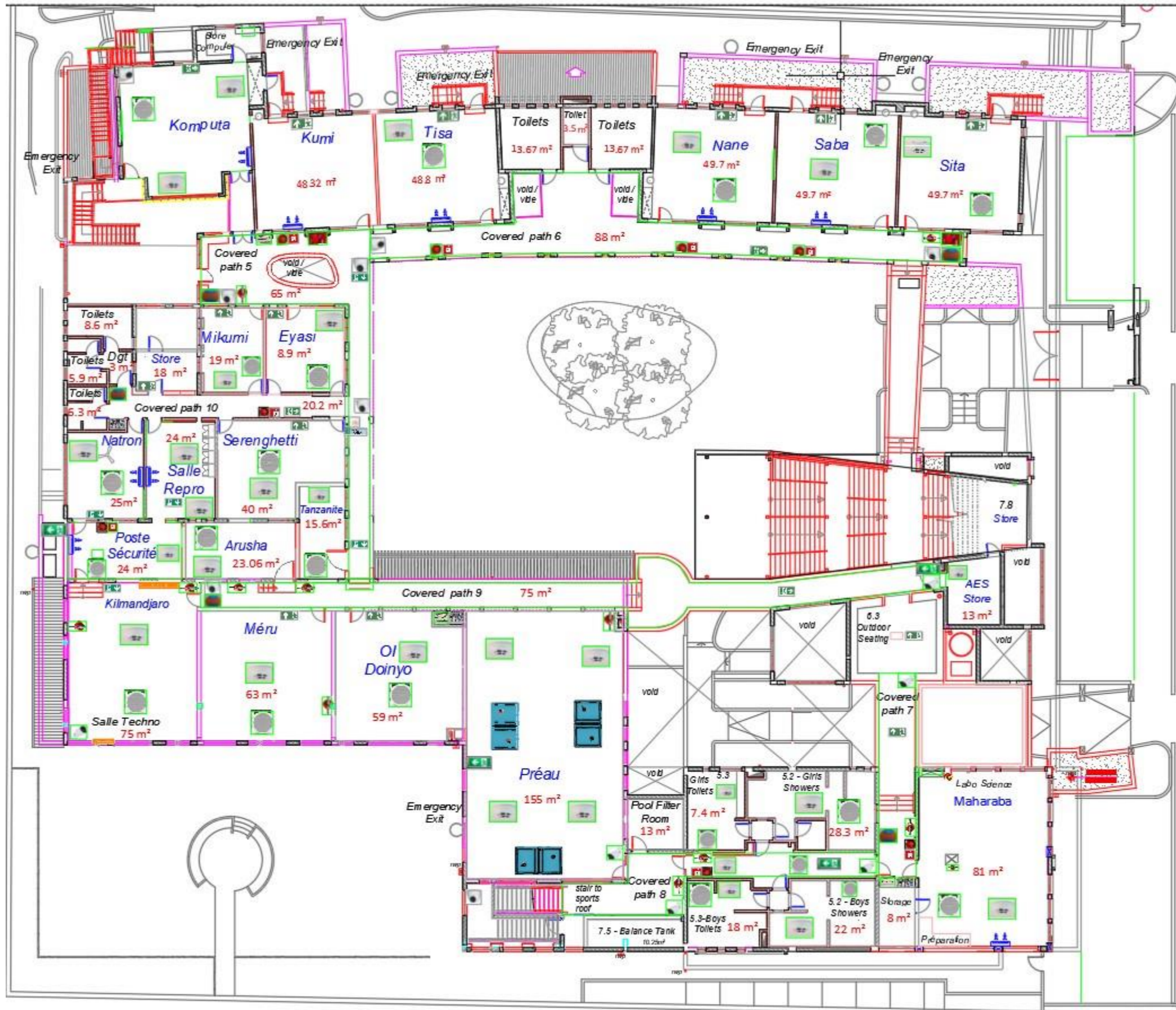
Fire hydrant and water hoses	
Monthly total	

APPENDIX 4

GROUND FLOOR PLAN.



FIRST FLOOR



SECOND FLOOR

