

Works Requirement - Preambles & Preliminaries

For

Design and Build of 6 No. Indoor Padel Courts and Associated Detailed Works

At

Colin Glen Leisure, Blacks Road, Belfast

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|--------------------|------------------------------|----------------------|---|-------------------|-------------|
| Project No. | CGT-2026-001 | Document Ref: | Works Requirement – Preambles & preliminaries to Colin Glen Leisure | | |
| Revision | Purpose / Description | Originated | Checked | Authorised | Date |
| 0 | Issue | CGT | CGT | CGT | 15/02/2026 |

Colin Glen Trust

Colin Glen Leisure, Blacks Road,
Belfast, BT10 0NF

Project

Colin Glen Leisure – 6 x Indoor Padel Courts Facility

Employer / Client Representative

Colin Glen Trust

Colin Glen Forest Park
Belfast, BT17 0LA

Tel: 028 90614115

Email: Sinead@colinglen.org

Description of the Works

Location of the Site

Colin Glen Leisure 7 a-side 3G pitch

Project

The project consists of the provision of **6 no. indoor competition-standard padel courts** within a dedicated covered steel-framed hall and associated detailed works, including ground works which will include the following:

1. **Padel Courts, Six (6) WPT-certified indoor padel courts** with tempered glass panels, artificial turf playing surfaces, and integrated lighting
2. **Substructure, Unified reinforced concrete base slab** - accommodating all courts and hall structure. A suitable concrete slab for the erection of the Sports facility - quality to be provided by the tenderer.
3. **Superstructure, Steel Hall Structure** - Steel Frame Sports Hall – 35m wide x 55m long x 8m high
4. **Wall Cladding / Roof covering**
 - a. 900 Fabric finish suitable for a sports environment.
5. **Doors**
 - a. 1 No. Double Pedestrian Entrance Door 2m x 2m.
 - b. 2 No. Single pedestrian Fire doors 2m x 1m incorporating necessary emergency exits.
6. **Rainwater Gutters**

PVC Gutters with PVC downpipes to both side elevations.
7. **Electrical supply / lighting systems**

LED lighting system (400-500 lux at court surface)
Walkway Lighting (300 Lux Minimum)
Emergency Exit Lighting
Distribution Board suitable for Colin Glen Trust to connect the mains supply.
8. **Ventilation**

Natural ventilation.

The proposed new sports hall will be located on the current 7-A-Side pitches at Colin Glen BT10 0NF



General structural requirements for the Steel Hall

- a. Steel Hall dimensions – 35m long x 55m wide
- b. Eave Height 8m
- c. Ridge Height 11.12m
- d. Total floor space equates 1,925m²
- e. Hot Dipped Galvanised Steel Frame
- f. Frame Design Life (25 Year Guarantee)
- g. 900gsm Fabric Cover
- h. Cover Design Life (10 Year Guarantee)
- i. Printed Logo, 1 No. 12m long x 4m high
- j. Suitable for up to 6 Padel Courts
- k. 1 No. 2m Double Pedestrian Door
- l. 2 No. Single Pedestrian Doors
- m. Fitted to a concrete base
- n. Gutters Included
- o. Ground Seal Included
- p. Design Criteria
 - Wind Load 1,25 kN/m²
 - Snow Load 150kg per m²

*BS EN 1993-1-1:2005 – Eurocode 3 – Design of Steel Structures
EN 10025 / EN 10219*

EN 1993-1-8 Euro Code Design of joints

EN 1991-1-3: Eurocode 1 - Actions on structures - Part 1-3: General actions - Snow loads

EN 1991-1-4: Eurocode 1 - Actions on structures - Part 1-4: General actions - Wind actions

Reaction Force Calculations included.

The building must be designed specific to our geographic location BT10 0NF to accommodate the prevailing wind and snow loads for the site in accordance to the relevant EN or BS Standards.

Or equivalent standard

Boundaries of the Site

The site is within the grounds of Colin Glen Leisure, Belfast.

Access to the Site

Access will be provided via the existing park entrance. Normal business will continue during construction. Construction access will be shared with site users. Temporary site compound and parking areas to be established as per agreed site plan.

Limitations to Use of Site by Contractor

The site may only be used for the purposes of carrying out the above-mentioned works. The contractor shall maintain public access to other leisure areas and facilities throughout the construction period.

Adjacent Buildings, Etc.

The Contractor shall always exercise great care not to cause a nuisance to the users of Colin Glen Leisure facilities and ensure that their safety is not endangered. The leisure facilities will remain operational during construction.

Existing Services

All existing underground/overground services are to remain in use to serve the Leisure site. Note: Especially water, electricity, gas, and drainage mains potentially crossing the site. Contractor responsible for locating all services prior to excavation.

Order of the Work

Programme Details

The start date will commence immediately on contract award. We would anticipate the key dates to be: -

- Proposed Start Date – ASAP (Contractor to confirm earliest start date)
- Proposed Completion Date – ASAP (Contractor to confirm program for each option)
- Duration – TBC (Contractor to confirm program for each option)

Key dates to be agreed with Colin Glen Trust

The work shall be carried out to an agreed program. The program is to be agreed with the Employer and Design Team prior to Contract Signing. Estimated contract duration: **3-8 weeks** from commencement.

Critical Milestone: The successful tenderer must provide evidence that the padel courts are ready for installation by **31 March 2026**. Acceptable evidence includes:

- Manufacturer's confirmation of production completion with scheduled shipping date, OR
- Photographic evidence of completed court components in factory/warehouse clearly labeled with Colin Glen Trust project identification, OR
- Bill of lading or shipping documentation confirming dispatch

Failure to meet this milestone may result in contract penalties or termination at the Employer's discretion.

Visit Site

Site visits are **strongly recommended** for this tender. Tenderers to contact Colin Glen Trust or its appointed representative to arrange site visits. No claims will be entertained because of a lack of knowledge of any part of the works or site on the part of the contractor.

Documentation

Form of Contract

The contract will be based on industry-standard construction contract terms (to be confirmed at the contract award stage).

Standards and Codes of Practice

Where reference herein to British, Irish, European Codes of Practice or other National Standards or Codes of Practice is made, it should be understood that notwithstanding any dates given, the latest edition of the publication or any amendments shall apply.

Key applicable standards include:

- BS EN 1992-1-1:2004 (Eurocode 2 - Concrete design)
- BS EN 1090 (Execution of steel structures)
- EN 12150 (Tempered safety glass)
- BS EN 13501-1 (Fire classification)
- EN 12464-1 (Lighting standards)
- BS 8651 (Ventilation for indoor sports facilities)
- Building Regulations (Northern Ireland) 2012
- CDM Regulations 2015

Standards, Codes of Practice and Text

Where the preambles to, or the text of, this Pricing Schedule are at variance with the Standards, Codes of Practice, etc., referred to, such inconsistencies shall be dealt with in accordance with the conditions of contract.

Contract Documents

The contract documents shall consist of:

- Works Requirements
- Form of Tender and Schedule
- Pricing Document submitted by the contractor
- Any Additional Information as detailed in the Agreement

Copyright

Copyright in all reports, Pricing Schedule, specifications, calculations and other similar documents provided by Colin Glen Trust shall remain vested in Colin Glen Trust, but subject to all fees and expenses due having been discharged, the Contractor shall have a license to copy and use such documents for any purpose related to the project including the construction, completion, and maintenance of the project.

General Conditions and Definitions

Preparation of Tender

Contractors will not be remunerated for any trouble or expense they may incur in making up their tenders.

Tendering contractors are **required to visit the site** to familiarise themselves with all aspects thereof.

Tender prices shall include labour and materials required for the execution of the works and shall include all costs in connection, such as freight and transport, insurance of goods and persons, taxes, duties and other such charges current at date of submission of tender.

The responsibility regarding knowledge of the operation or amount of any of these charges shall lie with the tenderer and no allowance shall be made for them after submission of tender.

The tender must comply fully with all the conditions of the Contract Documents.

Award of Contract

The Employers do not bind themselves to accept the lowest or any tender.

The tender submitted by the contractor shall remain open for a period of **180 calendar days** from the date of receipt of tender.

Tender and Pricing of The Pricing Schedule

The Contractor at the time of tendering must furnish a detailed tender and Schedule of Rates priced fully in accordance with the Pricing Schedule.

All items in this Pricing Schedule should be priced clearly. If any items are not priced they will be deemed to be spread over and included in the prices generally.

Any measurements herein are approximate and for pricing guidance only.

The Pricing Schedule shall be priced in **GBP (£ Sterling)**.

No unauthorised alteration, addition or note is to be made by the Contractor in the text of this Pricing Schedule. If any such alteration, addition or note be made, it will not be recognised, and the text as printed will be rigidly adhered to.

Labour

None but fully qualified and competent tradesmen together with their necessary labourers or helpers shall be employed by the Contractor on the works and the whole of the same shall be carried out and completed in the best and most substantial manner.

Contractors tendering for the work will be deemed to have satisfied themselves as to the conditions obtaining in the district regarding the recruitment of labour, both skilled and unskilled. They shall include in their tenders if and as necessary for payment of travel costs, overtime demanded or any other special conditions that may affect the cost of labour during the execution of the Contract.

Quality of Materials and Workmanship

The workmanship shall be first quality throughout and the material in all cases the best quality of the kinds respectively specified, all to the approval of the Client Representative.

Assessment of the quality of materials and workmanship shall be made in the presence of the Client Representative or their representative, unless otherwise instructed.

Clerk of Works

The Employer may appoint a Clerk of Works who shall be paid by them. Neither the appointment nor the actions of the Clerk of Works will invalidate the responsibility of the Contractor and the Clerk of Works shall have no power to authorise or instruct change orders.

Notification

The Contractor shall notify the local Building Control authority at the appropriate stages of the work and arrange for all inspections.

The Client Representative will issue the Commencement Notice to the Building Control authority after consultation with the Contractor, should this be required.

The Project Supervisor Construction Stage shall submit a commencement notice for the project to the Health and Safety Executive (NI), where applicable.

Building Regulations

The attention of the Contractors is drawn to the Building Regulations (Northern Ireland) 2012 and subsequent amendments. Confirmation in writing from the Contractor that they have fulfilled their obligations and responsibilities under these regulations will be required.

1.0 General

1.1 Role of Client Representative

The Contractor shall cooperate with the Client Representative to coordinate the notifications and inspections.

1.2 Interim & Final Certificate for Payments

The Contractor provides ancillary certificates, confirmations and/or testing documentation at each interim certificate stage.

Contractors shall note that payment terms will be as follows:

Note Standard Payment Terms are:

60% on order, 30% prior to dispatch of materials, 10% upon project completion (a maximum of 5% shall be retained for snags).

Or submit suppliers' own terms – This needs to suit Colin Glen Trust Cash Flow

1.3 Claims for Delays and/or Additional Expense

No claims for delay and/or additional expense will be entertained under the contract due to:

- Delays by the contractor in notifying all inspections
- Delays in completing contractor's inspections
- Delays caused by re-inspections or provision of records
- Contractor to use best endeavours to minimise any delays in inspection
- The Employer may employ and pay other persons to provide such records, certificates or confirmations and all costs incurred shall be payable by the contractor to the employer

1.4 Completion

Works shall be completed and handed over to the client in a single phase. Target completion date: [April 2026].

Pre-Installation Requirement (Padel Courts): By **31 March 2026**, the Contractor must demonstrate that padel court equipment is manufactured and ready for shipping/installation through one of the following:

- Written confirmation from manufacturer with production completion date and shipping schedule
- Photographic evidence showing completed court components (glass panels, frames, turf, posts) in manufacturer's facility or warehouse, clearly labeled with "Colin Glen Forest Park" or project reference number
- Shipping documentation or bill of lading

Pre-Installation Requirement (Building Structure): By **(8 weeks from order deposit)**, the Contractor must demonstrate that steel frame building is manufactured and ready for shipping/installation through one of the following:

- Written confirmation from manufacturer with production completion date and shipping schedule
- Photographic evidence showing completed building components (steel frames, canvas covers, steel purlins) in manufacturer's facility or warehouse, clearly labeled with "Colin Glen Forest Park" or project reference number
- Shipping documentation or bill of lading

This requirement is a material condition of the contract. Non-compliance may result in withholding of payments, liquidated damages, or contract termination.

1.5 Insurances

Minimum insurance requirements:

- **Employers Liability:** £10m
- **Public Liability:** £10m
- **Contractor's All Risk:** £3.4m
- **Professional Indemnity (if design included):** £5m.

All insurance to be with A-rated insurers and certificates provided before commencement.

1.6 Defects Liability

Workmanship - Building Structure, 12-month guarantee from practical completion on defects.

2.0 Contractor Obligations

All the obligations in this document are deemed to form part of the works requirements/building contract and are to be included in the Contractor's tender costs.

The Contractor shall cooperate and coordinate with the Client Representative and shall confirm and/or provide:

1. That they accept from the Building Owner the assignment to build and supervise the building or works
2. That they have familiarised themselves with the drawings, specifications, and documents.
3. Agree the execution, inspection milestones, sequence and program of works with the Client Representative in advance of commencement of works
4. Ensure Competent Person(s) are assigned to oversee the general construction works and/or specialist works

5. That they will co-operate at all times with the Client Representative
 6. Ensure that the workmanship complies with the requirements of the Building Regulations
 7. Ensure that materials which they select and for which they are responsible comply with the requirements of the Building Regulations and that DoP (Declaration of Performance) certificates or equivalent approved are submitted for approval prior to commencement/construction
 8. Provide confirmation of compliance documentation at interim certificate stage if requested
 9. Provide a signed Certificate of Compliance on Completion at handover, if applicable
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3.0 Contractor and Sub-Contractor Supervision

3.1. The Contractor shall ensure that there are at all times on the site sufficiently suitably qualified, experienced and competent staff to supervise all work carried out under the contract. Provide a **Competency Assessment Statement**.

3.2. Supervision of the works shall always be the responsibility of the Contractor and where relevant, the Sub-Contractor(s).

3.3. Supervisors shall be provided both on and off the site that shall instruct the Sub-Contractor's tradesmen.

3.4. Undertake all work with skill and care in order to produce work fit for its intended purpose and of good quality under the direct supervision of the contractor.

3.5. Sub-Contract pre-installation meetings shall be organised by the contractor with the Client Representative, Sub-Contractor, and Manufacturer's representatives. The Contractor shall keep records of all such meetings.

3.6. The Sub-Contractor shall notify the Contractor the names of their appointed supervisors. No work shall be carried out unless one of the appointed supervisors is present.

3.7. All work shall be carried out in accordance with the terms and requirements of the works requirements and approved submissions and samples.

3.8. The Client Representative shall, if required, make random or periodic visits to suppliers' premises to ensure that standards of manufacture and quality control are to their satisfaction.

4.0 Record Keeping

Contractor's Progress Records

- 4.1. The Contractor shall maintain progress records and inspection records prepared in accordance with the Method Statement submitted at tender.
- 4.2. The Tenderers shall include in their tender costs for the provision of progress records as the works proceed.
- 4.3. **Method of Recording:** Digital photographic records, site diaries, inspection checklists, test certificates, and material certifications.
- 4.4. Promptly provide a copy to the Client Representative of all progress records and inspection records prepared by the Contractor.
- 4.5. At completion, the Contractor shall issue the Client Representative with a copy of all records prepared by the Contractor.
- 4.6. The Contractor shall also retain in their own central office all records prepared by the Contractor for a minimum period of **6 years**.
- 4.7. One hardcopy and/or softcopy of all records shall be issued **5 days in advance** of the nominated completion date.
- 4.8. The record should include evidence of the successful execution of the Contractor's method of statement on supervision including tests, check sheets, photographs, and memos. All evidence shall be indexed by location and date.

Acceptance of such records shall not constitute approval or imply that their content has been examined.

5.0 Tender Submittal Requirements

The tendering contractors shall submit the following documentation as part of their tender. **Failure to do so may invalidate the tender:**

- **Preliminary programme for the works**, confirmation of start and completion dates and details of resources available to ensure works are completed within the time available
- **Contractor's Competence Assessment**
- **Sub-Contractor/Specialist Competence (Ancillary Certifiers) Assessment**
- **Contractor's Method Statement & Inspection Plan** indicating their own inspection and supervision regime
- **Technical Submission** (maximum 40 pages) including:
 - Methodology and programme (Gantt chart)
 - Site plan showing temporary facilities and logistics (if required)

- Quality Assurance approach (ISO 9001 or equivalent)
- Health & Safety Plan (CDM Regulations 2015 compliant)
- Team structure and key personnel CVs
- Relevant experience (minimum 3 similar contracts in last 7 years)
- Subcontractor list and competence evidence
- Insurance and bond documentation
- **Environmental & Sustainability Statement** (maximum 5 pages)
- **Community Impact & Local Employment Statement** (maximum 5 pages)

Structural Guarantee

The Employer's right to require the Contractor to remedy defects under the Contract are in addition to any similar rights they may have under common law.

Minimum warranties required:

- **Structural integrity:** 10 years
- **Concrete slab:** 10 years (no cracking, settlement >5mm)
- **Galvanised steel:** 25 years (certified to BS:EN 1990)
- **Canvas Covers:** 10 years (expect 20 – 25 years use)
- **Padel court turf/surface:** 5 years
- **Glass panels:** 5 years
- **LED lighting:** 5 years

Local Labour

Persons engaged upon the works should insofar as practicable and without affecting the efficiency of the work be recruited locally to support the Northern Ireland economy and Colin Glen's community development objectives.

Material and Workmanship Generally

All materials and workmanship shall conform with the current Building Regulations (Northern Ireland) 2012 and amendments.

All goods and materials, unless otherwise specified, shall:

- (a) bear a CE Mark in accordance with the provisions of the Construction Products Regulation or
- (b) comply with an appropriate harmonised standard, European technical approval or national technical specification as defined in relevant regulations or
- (c) comply with the latest appropriate British Standard or agreement certificate or with any alternative national technical specification of any Member State which provides in use an equivalent level of safety and suitability.

Where materials, products or works are specified or required to be to the Client's approval, the same shall be supplied and executed either to match a sample approved by the Client Representative as a standard for the purpose, or to comply with the stated and implied characteristics approved by the Client Representative.

Certificate of Standards

Where in the specification or indicated on drawings a product/material is required to be certified, such product shall either be certified as complying with the British Standard Specification and shall bear the appropriate mark or shall be certified to a national standard of another member State which provides an equivalent guarantee of safety and suitability.

Tax Clearance Certificate

It will be a condition precedent to the award of a contract that the successful tenderer for the contract must comply with current Tax Clearance Procedures. Evidence of tax compliance will be required before contract award.

Contractors' attention is drawn to the fact that prior approval in writing may be required for the appointment of any Sub-Contractor. This approval will be granted only if such Sub-Contractors can produce valid tax clearance evidence without delay.

Proprietary Product Names

Where products are named in this Pricing Schedule they are to be considered as **Benchmark products** or Benchmark systems and shall be a product/system representative of the design intent and satisfying the technical requirements as defined within the Specification.

Such product or system shall not limit/restrict the Contractors in proposing "**or equivalent**" products for acceptance by the Client Representative.

Specified benchmark systems:

- **Padel Courts:** DOLAN PCI or approved equivalent
- **Steel Structure:** Hallgruppen Steel Building or approved equivalent modular steel system meeting Eurocodes noted above
- **Glass:** EN 12150 compliant tempered safety glass, 12mm thickness

All such materials shall be fixed using the fixing materials, adhesives, etc., recommended by the manufacturers for the application and used strictly in accordance with manufacturer's printed instructions.

Manufacturer's Recommendations

Handle and store materials in accordance with the manufacturer's recommendations. Do not use materials which have been stored for a period in excess of the manufacturer's recommended shelf life.

Samples

Samples of all materials, manufactured articles and workmanship shall be submitted to the Client Representative if they so direct for provisional approval before adoption, but such approval shall not relieve the Contractor in any way from responsibility for defects appearing subsequently.

Approved samples will be retained until the completion of the Contract by the Client Representative, who shall have power to reject all materials and samples in all respects.

Materials and manufactured articles supplied or fixed, or work executed without submission and approval of samples shall be removed and the necessary reinstatements executed at the Contractor's expense should the Client Representative so direct.

Materials Found on Site

Building materials found on the site shall not be used in the works without express written permission.

Time and Materials

No work of any kind, payment for which is to be made in accordance with a record of 'Time and Materials' shall be executed unless the complete arrangements for such are specially approved by the Client Representative in writing beforehand.

Where such work is authorised, the Contractor shall be paid in accordance with the Conditions of Contract.

Use of Site

Do not use the site for any purpose other than carrying out the works. The site boundary and construction compound shall be clearly defined and secured.

Fire Precautions

Do not store inflammable liquids or compressed gases within close proximity to the buildings or public areas. Comply with all fire safety regulations.

Advertising

Do not display or permit advertisements to be displayed on site without prior written approval from Colin Glen Trust.

Definitions

(a) The expression 'Client Representative' shall mean Colin Glen Trust or their authorised representatives.

(b) The expression 'Approved' or 'Approval of Client Representative' shall mean a specific approval in writing by the Client Representative or their authorised representative.

(c) The description 'Fixing only' used in connection with materials or goods to be obtained from a nominated supplier shall be deemed to include taking delivery, unloading, storing, necessary assembling, hoisting, fixing, returning packing materials, crates, etc., and obtaining credits therefore.

(d) "Or equal and approved" products/systems must be accepted by the Client Representative in writing before proceeding. For such alternative products provide full technical literature to demonstrate that the alternative proposals are of a standard at least equal to that identified and demonstrate compatibility with the design intent.

(e) The following abbreviations may occur:

- **BS/BSS:** British Standard Codes of Practice
- **EN:** European Standards
- **ISO:** International Organization for Standardization

(f) The term 'The Works' shall mean the whole of the works envisaged by this contract including, unless expressly stated otherwise, the works of sub-Contractors, Suppliers, Local Authorities and Public Undertakings.

(g) The term "Site" shall mean the immediate area in which the Contractor's operations are being carried out as indicated on the drawings. The area of the Site may vary from time to time in accordance with the Contractor's phasing of the works during the contract.

(h) The terms "Time and Materials" or "Dayworks" shall mean work executed on labour and materials basis in accordance with the Contract Conditions.

(i) **Communication:** Include, advise, inform, submit, give notice, instruct, agree, confirm, seek or obtain information, consent or instructions, or make arrangements. Format: In writing to the person named as Client Representative unless specified otherwise.
Response: Do not proceed until response has been received.

(j) **Products:** Materials, both manufactured and naturally occurring, and goods, including components, equipment and accessories, intended for the permanent incorporation in the Works.

(k) **Site Equipment:** All appliances or things of whatsoever nature required in or about the construction for completion of the Works but not materials or other things intended to form or forming part of the Permanent Works. Includes: Construction appliances, vehicles, consumables, tools, temporary works, scaffolding, cabins and other site facilities.

(l) **Terms Used in Specifications:**

Remove: Disconnect, dismantle as necessary and take out designated products or work and associated accessories, fixings, supports, linings and bedding materials. Dispose of unwanted materials.

Fix: Unload, handle, store, place and fasten in position including all labors and use of site equipment.

Supply and fix: Includes all labour and site equipment for unloading, handling, storing and execution. All products to be supplied and fixed unless stated otherwise.

Keep for re-use: Do not damage designated products or work. Clean off bedding and jointing materials. Stack neatly, adequately protect and store until required.

Make good: Execute local remedial work to designated work. Make secure, sound and neat.

Replace: Supply and fix new products matching those removed. Execute work to match original new state.

Repair: Execute remedial work to designated products. Make secure, sound and neat.

Refix: Fix removed products.

Ease: Adjust moving parts to achieve free movement and good fit.

Match existing: Provide products and work of the same appearance and features as the original. Make joints between existing and new work as inconspicuous as possible.

System: Equipment, accessories, controls, supports and ancillary items, including installation, necessary for the section of the work to function.

(m) Manufacturer and Product Reference: References are to the particular product as specified in the manufacturer's technical literature current on the date of the invitation to tender.

Duties: Value Added Tax

The prices to be affixed to items for work throughout this Pricing Schedule shall include for all import duty, customs or other charges at the date of lodgement of tender, with the sole exception of the addition for VAT.

Tenders are to be **exclusive of VAT**. However, a VAT Analysis page is to be completed at the end of the Pricing Schedule.

Prices

Prices for materials and goods shall include any disassembling and reassembling that may be necessary due to access conditions to get them into their positions in the Works.

End of Preambles & Preliminaries

For queries regarding this tender, contact:

Colin Glen Trust
Stewartstown Road
Belfast, BT17 0HW
Email: sinead@colinglen.org

Tender Closing Date: 06 March 2026 at 2:00 PM GMT

Tender Opening: 10 February 2026 at 10:00 AM GMT