



Replacement of Windows & Doors To Area Office & Kenmare Family Resource Centre, Gortamullin, Kenmare Co. Kerry, V93 EV83.

Specification and Requirements

September 2026

Revision	Date	Issue Description
0	11.09.2026	Issued for Tender

1.0 General Information

- 1.1 The Contract involves the replacement of Windows and doors at the new Kenmare Area Office & Family Resources Centre, Gortamullin, Kenmare Co. Kerry, V93 EV83.
- 1.2 The Contractor in preparation of this tender is advised to visit the site and will be deemed to have done so and to inspect and take account of all matters affecting the works including condition of the site and ground, access, water supply, electrical power, security alarm system, fire detection and alarm system and lighting, drainage and any other matters relevant to the execution of the Contract.

Arrangements to visit the site can be made by contacting John Purcell, Facilities Manager, Kerry County Council at 066-7183929 or email john.purcell@kerrycoco.ie

2.0 Scope of Works

2.1 The works consist of:

- the removal and replacement of 11 no. existing doors
- the removal and replacement of 40 no. existing windows
- the supply and installation of 13 no. new doors
- the supply and installation of 42 no. new windows

2.2 This project is to be completed in 3 phases. The indicative phasing timescale is outlined below:

- Phase 1 Q4 – 2026 (available for completion immediately)
- Phase 2 Q1 – 2027
- Phase 2 Q1 - 2027

3.0 Public Works Contract and Model Forms

3.1 The applicable works contract (including agreement and appendices) is PW- CF6 Short Public Work Contract

3.2 The Contract Documents included:

- Short Public Works Contract PW-CF6-v1.15-25-11-2025
- Volume A – Works Requirements - Specification
- Volume B - Form of Tender & Schedule
- Volume C – Pricing document
- Volume D - Works Requirements - Drawings
- Rates of Pay and Conditions of Employment Certificate

Also included in this RFT is the following document intended for the Contractor's information only:

- Instructions to Tenderers ITTW-7
- SAQ - Declaration of Suitability for Contractors for Small Works
- European Single Procurement Document (ESPD)
- Competence Assessment for PSCS and or Contractor

The above documents are available at www.constructionprocurement.gov.ie

The applicable version of the above documents is the version posted on the website 10 days prior to the latest date for receipt of tenders.

4.0 Site and/or Working Constraints and Site Facilities

4.1 Access

Access to the site will be from the public road. The contractor shall ensure that site access is secure and restricted to authorized persons at all times.

4.2 Health and Safety

The contractor shall ensure that all relevant Acts of the Oireachtas and legislation dealing with construction safety are compiled with. These include

- a). Safety, Health and Welfare at Work Act 2005.**
- b). Safety, Health and Welfare at Work (General Application) Regulations 2007 as amended.**
- c). Safety, Health and Welfare at Work (Construction) Regulations, 2013 (S.I. No. 291 of 2013).**
- d). Safety, Health and Welfare at Work (Exposure to Asbestos) (Amendment) Regulations 2010 (S.I. No. 589 of 2010).**
- e). Safety, Health and Welfare at Work (Exposure to Asbestos) (Regulations 2006 (S.I. No. 386 of 2006).**
- f). Chemical (Asbestos Articles) Regulations 2011 (S.I. No. 248 of 2011)**

The contractor must be fully conversant with:

- g). The HSA Publication – Practical Guidelines on ACM Management and Abatement**

The contractor shall nominate a Safety Officer who shall be responsible for maintaining day to day contact with statutory bodies, local authorities, the Gardaí, and the Engineer on all matters concerning interference with services, traffic control and safety on site.

The contractor shall provide for protection of the works and property and for the protection and convenience of the public, adjacent owners, and occupiers including all necessary watching, lighting, barriers, guardrails, warning notices and for all precautions required by the Engineer.

The safety of personnel during construction is of paramount importance. The Contractor must ensure that all personnel involved in construction are made aware of the need to comply with safe working practices. The contractor will be required to submit a Safety and Health Plan which shall include detailed Method Statement and Risk Assessments.

The contractor shall ensure as far as is reasonably practicable that he manages and conducts work activities so as to ensure the safety and health of his employees and sub-contractors.

The contractor shall ensure the following are in place:

- Safe means of access and egress
- Safe plant, equipment and machinery
- Safe systems of work e.g. operating procedures
- Adequate means to control risks to health from any article or substance (including plant, tools and machinery, equipment and chemical substances)
- Appropriate information regarding identified hazards to everyone likely to be affected by them
- Clearly defined responsibilities for controlling risks in a shared workplace
- Regular audits and reviews to make sure the identified precautions are controlling the risks and that all employees and visitors are complying with them
- Appropriate instruction, training and supervision including induction training for new employees
- Regular consultation with Employer Representative's and Safety Representatives
- Suitable protective clothing and equipment
- Emergency response plans with designated staff assigned to emergency duties

4.3 Project Supervisor for the Design Phase (PSDP)

Kerry County Council are appointed Project Supervisor for the Design Process of the Project to carry out the duties set out in Article 11, 12, 13 & 14 of the Regulations.

4.4 Preliminary Health and Safety Plan

A written Health & Safety Plan is not required as the project will not take more than 500 person days or 30 working days and there is no Particular Risk.

A method statement and site specific risk assessment are required.

4.5 Appointment of Project Supervisor for Construction Stage

It is the intention of Kerry County Council that the appointed contractor for the construction of the works shall not undertake the duties of Project Supervisor Construction Stage of the project as set out in Articles 16, 17, 18, 19, 20, 21, 22 and 23 of the Regulations. This role will be fulfilled by Kerry County Council. The appointment of the Contractor as Project Supervisor Construction Stage is separate to and independent of the contract for the construction works.

The contractor shall include for procuring that the insurance cover required to be obtained and maintained by the contractor pursuant to the contract shall provide indemnity in respect of any claim for bodily injury or property damage which the contractor may incur by reason of the performance of the functions and duties of the Project Supervisor for the Construction Stage of the project.

The contractor shall include for providing all necessary information as requested by the Project Supervisor for the Construction Stage to enable the preparation and completion of the Safety File.

The contractor shall include for providing assistance to the appropriate member of the team (and to relevant sub-contractors) in preparing "As Built" drawings for inclusion in the Safety File.

It will be a condition of this contract, should he be appointed Project Supervisor for the Construction Stage that the Contractor will prepare and complete the Health and Safety Plan prior to commencement of the works on site.

4.6 Design by Contractors

It should be noted that where the contractor or any sub-contractor carries out any design (as defined in the Regulations) the duties set out in Article 15 apply.

4.7 Risk Assessments

The contractor shall carry out a detailed Risk Assessment of all works to be undertaken. The risks shall be identified and a qualitative and quantitative assessment carried out. Where possible the risks shall be eliminated and where elimination or avoidance is not possible control measures shall be identified and procedures put in place to implement these measures.

4.8 Method Statements

The contractor shall prepare method statements for the works. The contractor shall provide details of all resources including sub-contractors proposed to carry out the works.

The Method Statement shall include details of the proposed methods for effective protection of the existing drains, services and adjoining areas.

The contractor shall supply such supplementary information requested by the Engineer. If the Engineer is not satisfied, the contractor shall modify the programme and the Method Statement.

4.9 Tenderers to Check all matters

The tenderer is to examine the site and the information supplied regarding the nature and extent of the proposed works, so as to be satisfied as to what is required to be done to fulfill the duties of Project Supervisor for Construction Stage and also what measures are required to be taken to meet the requirements of the Regulations in the execution of the works.

All costs arising in respect of these matters are to be included and shown separately in the tender figure. The Client will not be liable for any such costs which are reasonably foreseeable and which are not so included. It should be noted that where the Contractor or any Sub-Contractor carries out any design (as defined in the Regulations) the duties set out in Article 15 apply.

4.10 Time

The tenderer is to assess carefully the time which he will require for the completion of the works taking into account the requirements of the Health Safety and Welfare at Work (Construction) Regulations 2013.

4.11 Liaison

The Contractor should note that liaison with the PSCS, Employer, Owners and Tenants of adjoining businesses and houses, the Local Authority and the Garda Síochána may be required for these works and the Contractor shall allow for this in his rates.

4.12 Traffic Control

The contractor will be responsible for all traffic management associated with the works. This will include but is not confined to:

- Managing vehicular movement on site

- Managing car parking on site
- Managing pedestrian movement on site
- Signs and markings
- Banksmen where necessary

Chapter 8 Traffic management, where required, both pedestrian and vehicular will form part of the contract. It is essential that access and egress routes are established and maintained.

The storage of materials and plant on the roadway shall be strictly prohibited.

The Contractor shall ensure that all necessary precautions are taken to ensure that any traffic delays incurred as a result of this contract are kept to a minimum. He shall provide for all lighting and watching for the duration of the works. He shall also provide temporary access to dwellings for pedestrians or vehicles wherever this shall be required. Traffic flows are to be maintained for the duration of the contract.

No extra payment will be made for delays or expenses incurred due to traffic control measures required.

The Contractor shall be responsible for the provision and proper positioning of all warning and advisory signs, traffic cones, signals and warning lamps which may be necessary for the proper control of traffic and to minimise inconvenience to the general public caused by his operations

4.13 Site Management and Safety

The Contractor shall keep a competent and approved agent or foreman constantly on the works, to manage and supervise all labour, trades, materials and workmanship, and to receive instructions from the Engineer's Representatives. He shall not be changed or replaced without the prior approval of the Engineer.

The Engineer shall have the right to instruct the Contractor to change or replace his agent or foreman if the quality or progress of the works is not being carried out satisfactorily to the Contract Specifications.

The Contractor shall be responsible for co-ordinating with his sub-contractor(s) to ensure the smooth operation of the works and site safety. He shall so programme and execute the work as to ensure the safety of the public, cause the minimum of inconvenience to road users and maintain access to all premises. He shall avoid interference with all overground and underground services and maintain flow in all existing pipelines and watercourses.

The Contractor shall be responsible for site safety, and shall comply in all respects with the Safety in Industry Acts 1955 and 1980, the Safety, Health and Welfare at Work Act 2005 and with any Statutory Instruments or Regulations issued thereunder.

The Contractor shall liaise with the Project Supervisor for the Construction Stage and follow all instructions and guidance from him.

Before being appointed, the Contractor shall also provide an adequate Safety Statement in accordance with the Safety, Health and Welfare Act 2005.

4.14 Site Plant and Equipment

The Contractor shall ensure that all plant used on the contract is adequate for the duty proposed and does not cause public nuisance due to fumes, noise or leakages.

4.15 Public Utilities and Other Services

The positions of certain Public Utility and other services close to the Works are indicated in the Contract so far as they are believed to exist, but no warranty is given as to the accuracy or completeness of this information. The positions of all existing services which may be affected by the Works shall be ascertained by the Contractor before work commences. He shall consult all relevant Statutory Authorities and service owners before commencing any excavations, and shall satisfy himself as to the exact position of existing services which may affect or be affected by the completion / construction of the Works.

The Contractor shall notify and take all measures required by the Local Authority, ESB, relevant telecommunications company, other authorities or owners, or the Engineer to support or protect adjacent services during the course of the work and, in the case of injury, the services shall be restored by the Contractor without delay.

The approved Programme of Works shall show information necessary to enable the Engineer to arrange for all diversions, or removals, of services described in the Contract to be carried out at the appropriate time.

The Contractor shall make his own arrangements for any diversion or removal of services which he may require for his own convenience or because of his proposed method of working, and shall, in all cases, inform the Engineer in advance of his proposals.

Should any service be found to exist which is not indicated, or not as indicated in the Contract, the Contractor shall at once give written notification to the Engineer.

4.16 Protection against Damage

The Contractor shall take all necessary precautions to avoid causing any unwarranted damage to roads, lands, properties, trees and other features and, during the currency of the Contract, shall deal promptly with any complaints by owners or occupiers.

The Contractor shall indemnify the Employer against any claim for damage to services caused by his operations whether in constructing the Works themselves, digging trial holes or protecting or supporting the services.

4.17 Protection of the Works

While the works are in progress and until handed over to the Employer, the Contractor shall provide all necessary protection and coverings for the structures. Where necessary he shall be responsible for the covering of the work each evening after finishing. He must protect all joinery and other finished work from damage. He shall be especially careful that finished work of each type is not damaged by subsequent operations of another trade. Any exposed finishes such as brickwork etc shall be most carefully protected from splashing of mortar, concrete or any materials likely to leave a stain. Any work damaged during the progress of construction must be entirely removed, and replaced.

No materials, tools or equipment associated with the works shall be left or stored within existing corridors, offices or public areas.

4.18 Emergency Arrangements

The Contractor shall maintain arrangements whereby he can quickly call out labour outside normal working hours to carry out any work needed for an emergency associated with the Works. The Engineer shall be provided at all times with a list of addresses and telephone numbers of the Contractor's staff who are currently responsible for organising emergency work.

The Contractor shall acquaint himself and his employees with any relevant local arrangements which are in existence for dealing with emergencies.

All escape routes, stairwells, corridors and doorways throughout the building shall be maintained clear of construction materials and debris at all times.

4.19 Tidiness of Site

The Contractor shall throughout the Contract maintain the Site and the works generally in a clean and tidy condition. He shall similarly maintain all areas used by him outside the Site and shall arrange for regular brushing and cleaning on road and footpath areas and gullies dirtied by his operations.

The Contractor shall be responsible for the proper upkeep and maintenance of the Site and the Works and shall remove from the Site rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

The Engineer shall be empowered to require him to tidy the Site and to store materials in a manner in which they can easily be checked for monthly certificates.

The Contractor shall be responsible for clearing away and disposal of all contractors and sub-contractors waste materials and for the cleaning down of the entire works area prior to completion hand over.

4.20 Normal Working Hours

Subject to any provision to the contrary contained in the Contract, no work on the Site shall be executed during the night, or on Saturdays or Sundays without providing the Engineer with a written request submitted at least 48 hours prior to the time in question. No such work shall commence without the permission in writing of the Engineer (which will not be unreasonably withheld) save when the work is unavoidable or absolutely necessary for the saving of life or property or for the safety of the works, in which case the Contractor shall immediately advise the Engineer.

Normal working hours on site Monday to Friday, shall be proposed by the Contractor and approved by the Engineer, and shall be in accordance with Laws and Regulations of the Republic of Ireland.

It is envisaged that the contractor will be working on the project on Saturdays. Work on this day requires prior approval of the Facilities Manager.

The Contractor shall be in attendance on site at all times when his sub-contractor(s) are working.

4.21 Temporary Works

The design, fabrication and installation of all temporary works, necessary for the works to be completed / constructed, shall be the responsibility of the Contractor. Where requested in writing by the Engineer, he shall submit detailed proposals and drawings of such temporary works for the Engineer's approval before commencing work.

Approval of such proposals or drawings shall not relieve the Contractor of his total responsibility for the adequacy or safety of such temporary works.

4.22 Site Security / Fencing

The contractor shall secure the site at all times to prevent unauthorized access to the works.

The Contractor shall erect permanent fencing or temporary site fencing as soon as he is given possession of the relevant portion of the site. The contractor shall regularly inspect and maintain all such fencing, any defects being made good without delay.

The rate for temporary fencing shall include for all materials, execution, maintenance, taking down and all necessary excavation.

4.23 Sub-Contracting

The contractor will be required to detail any portion of the work which he intends to subcontract. The names, address and references of such subcontractors shall be submitted to the Engineer 14 days in advance of any commencement of work to permit the Engineer to arrange for any examination or testing of the proposed subcontractor's workmanship. No subcontractor shall be employed without the approval of the Engineer.

4.24 Noise

The Contractor shall take effective measures to control and to minimise noise on the site. Construction plant shall comply with BS5228. All unnecessary noise shall be prevented. Noise levels measured from the closest residence as a result of work on site shall not exceed 55dB(A)LAeq (60 minutes) during the day and 45dB(A)LAeq (15 minutes) during the night.

If night time and Sunday working is necessary and approved by the Engineer, then the Engineer may issue a revised noise requirement more stringent than the figure specified above.

4.25 Control of Dust

The Contractor shall, throughout the execution and completion of the Works take all reasonable steps to avoid damage or nuisance to persons or property resulting from dust and shall carry out preventative measures, such as spraying the ground with water, and/or covering.

Dust shall be prevented from escaping beyond the site boundary. Dust emissions shall be monitored and controlled, Dust emissions at the site boundary shall not exceed 350mg/m²/day.

4.26 Timeframe for completion

The estimated project duration is 1 week spread over 3 phases. Each phase requires a separate mobilisation Indicative Timeline is outlined in Section 2.2.

The successful contractor must be in a position to commence phase 1 as outlined in Q 4, 2026.

5.0 Contractor Requirements for Compliance with Building Control Regulations 1997-2014

5.1 General Requirements

This project is one to which article 9(1) (b) of the Building Control Regulations 1997 (as amended) do not apply. The contractor shall comply with the Building Control Regulations 1997 - 2014 and with the Code of Practice for Inspecting and Certifying Buildings and Works, issued by the Department of Environment, Community and Local Government in 2014 Refer to Appendix 2 of this document for details.

6.0 Specification for Windows and Doors

6.1 Replacement Window Glazing

The aluminium profiles are to be extruded from aluminium alloy T5 and T6 complying with BS1474 - BS EN 12020-2:2001 / BS EN 755-9:2001, Fabrication

Frame members shall be mitre cut at 45° and corners are to be reinforced with extruded aluminium crimping cleats and corner braces. A secure joint is to be achieved by means of a mechanical crimp along with the insertion of a two-part epoxy adhesive. Intermediate mullion and transom bars shall be square cut, shaped and fixed securely to the frame by means of a fixing bracket which is to be securely fixed to the transom end with stainless steel screws. All frame joints shall be sealed during construction against entry of water using a suitable low modulus silicone sealant.

6.2 Colour

Aluminium components to be finished polyester coated to BS 6496:1984 & BS EN 12206-1:2004, with a minimum 25-year guarantee. Ral 7016 colour

6.3 Handle Colour

Brushed chrome colour. (Handle/opening controls to be between 750-1200mm above floor level)

6.4 Glazing

Triple glazing units to be fitted and beaded internally. Glass shall be set against EPDM gaskets externally which are fitted into gasket grooves in the frame.

Gaskets shall be manufactured to BS 4255-1. Internal vulcanised, EPDM corners, to be used around sash profiles for improved air and water tightness.

Gaskets to be designed so as they are easily replaceable, if required, during scheduled maintenance work. EPDM gasketry to have a minimum 10-year warranty.

Snap in glazing clips shall be utilized to hold glazing beads in place.

All glazing in "critical locations" as described in the Building Regulations 2013, Technical Guidance Document D shall be safety glazing in accordance with the recommendations of BS6262: Part 1 - 7. and to be marked in accordance with I.S. EN 12600:2002.

Triple glazed units to have warm edge spacer bars. Maximum U-value of glazing units to be $0.8\text{W/m}^2\text{K}$

6.5 Replacement Doors

Doors to be double rebated, outward opening, Passiv (futureproof) standard aluminium doors, manufactured using the AMS Thermstrip TS66 or equally approved system.

The aluminium profiles are to be extruded from aluminium alloy T5 and T6 complying with BS1474 - BS EN 12020-2:2001 / BS EN 755-9:2001,.

Doors to be tested to BS 6375-1, PAS 23 and security tested to PAS 24. Cycle tested to BE EN1191, Class 8, 1,000,000 cycles for repeated opening & closing. and due to the exposed nature of the site the doors are to be manufactured with heavy duty door sashes.

6.6 Part M Compliance

The entire door unit installation including thresholds, foot plates, hardware, and handles are to comply with "Part M of the Building Regulations 2022, Section 1.2, Access to buildings other than dwellings".

The door and associated ironmongery to the door shall not in the open position impinge on the minimum clear width of 825mm required under Part M.

6.7 U-Value

Aluminium profiles to be thermally broken and doors to be fitted with triple glazing and solid panels with therm strip isolator to achieve a maximum U-value

The door is to have an overall installed $U_w \text{ install} = 0.85\text{w/m}^2\text{k}$

$U_g \leq 0.8 \text{ w/m}^2\text{K}$

$U_f \leq 0.8 \text{ w/m}^2\text{K}$

$U_w \leq 0.8 \text{ w/m}^2\text{K}$

$U_w \text{ Install} \leq 0.85 \text{ w/m}^2\text{K}$

g Value $\leq 0.5 < 0.6 \text{ w/m}^2\text{K}$

6.8 Fabrication

Frame members shall be mitre cut at 45° and corners are to be reinforced with extruded aluminium crimping cleats and corner braces. A secure joint is to be achieved by means of a mechanical crimp

along with the insertion of a two-part epoxy adhesive. Intermediate mullion and transom bars shall be square cut, shaped and fixed securely to the frame by means of a fixing bracket which is to be securely fixed to the transom end with stainless steel screws. All frame joints shall be sealed during construction against entry of water using a suitable low modulus silicone sealant.

6.9 Colour

Aluminium components to be finished polyester coated to BS 6496:1984 & BS EN 12206-1:2004, with a minimum 25-year guarantee. Aluminium to be painted to Ral 9005 colour

6.10 Glazing

Triple glazing units to be fitted and beaded internally. Glass shall be set against EPDM gaskets externally which are fitted into gasket grooves in the frame.

Gaskets shall be manufactured to BS 4255-1. Internal vulcanised, EPDM corners, to be used around sash profiles for improved air and water tightness.

Gaskets to be designed so as they are easily replaceable, if required, during scheduled maintenance work. EPDM gasketry to have a minimum 10-year warranty.

Snap in glazing clips shall be utilized to hold glazing beads in place.

All glazing in "critical locations" as described in the Building Regulations 2013, Technical Guidance Document D shall be safety glazing in accordance with the recommendations of BS6262: Part 1 - 7. and to be marked in accordance with I.S. EN 12600:2002.

Triple glazed units to have warm edge spacer bars. Maximum U-value of glazing units to be 0.8W/m²K

6.11 Threshold

Doors to be fitted with aluminium level access threshold complete with drainage channels and comply with Part M of the Building Regulations.

6.12 Replacement

Remove and disposal of the existing windows, doors and frames.

All dimensions to be checked on site prior to ordering or manufacturing any components.

6.13 Submittals for Approval

Samples of materials and fittings are to be submitted for approval when requested by Employer.

6.14 Handover

The Contractor shall submit a certificate upon completion certifying the windows & doors have been installed in accordance with the specification.