

ITT3: TENDER BRIEF: Invitation to Tender for the Renovation of Parkfield Pavilion, including the incorporation of a café, and the creation of an overflow carpark.

6 May 2026

Location:

Parkfield Pavilion
Parkfield Road
Ruskington
Sleaford
Lincolnshire
NG34 9HT

1. Background

The site consists of one storey sports pavilion accessed by two entrances built in the 1960s. Planning permission has been granted from North Kesteven District Council to refurbish the Pavilion, incorporating a community Café, plus additional parking. The Pavilion faces the Parkfield Playing Fields accessed from Parkfield Road.

1.2. The site of Ruskington Sports Pavilion and its grounds are owned and managed by the Ruskington Parish Council.

2. The Current Facilities

At present the pavilion consist of four internal changing rooms, ladies' and gents' toilets, a shower room, kitchen, two small storage rooms and a hall for community use. The external access storeroom is not part of the renovation works. Currently there is internet connectivity and CCTV. There is no building heating. The gas supply has been disconnected. (Gas for heating may be re-instated unless a more effective/efficient alternative is available).

3. The Brief

Please see the attached Architect's plan.

3.1. The successful contractor shall be the project manager for the building and renovation. The contractor shall as necessary, sub-contract, but shall be held responsible for the standard and quality of all work carried out.

3.2. Submit one proposal for:

- a. Taking down two walls, floor to ceiling. Leaving stability piers 550mm X existing 100mm plus minimum 215mm.
- b. Removing ceiling and fixing 8mm Fire resistant plasterboard to trusses and skim where walls taken down. See Architect's notes and Structural Engineers report.
- c. Lay additional 250 Isowool Insulation on top of existing 100mm insulation in loft area.
- d. Knock through new kitchen wall for new serving opening, 2 metres wide x 1.4 metres high, new serving counter as shown in the plan.
- e. Open up and deepen four bricked up windows (lintels assumed to be in place add catnic lintels over all new windows and doors). Three of the new window openings to be 1800 X 2050 wide. The fourth window opening, in the new Kitchen, is to be 1350 X 2050 wide (1350x 550 of which slides open as a serving hatch and can be secured when open, with a press button "up and over" external roller shutter for security.)
- f. New external front entrance, glazed double doors with panic bar, to latest safety standards.

- g. New opening 900 wide external front door to changing room.
- h. Build partition stud wall (please see Architect's notes as to stud walls) and two disabled toilets/ baby changing facilities: one with 1000 wide internal door opening 2900 X 2500. The second 2900 X 2490 with external opening and new door 1000 wide.
- i. From these two new toilets, provide new waste pipe and new foul water inspection chamber. Please see Architect's notes for the drainage plan.

3.3. Store 3

- a. Enlarge the store - build stud wall closing existing door and extend store area with new stud walls 1663 wide and 1245 wide. (See Architects notes as to stud walls).
- b. New secure and solid external doors to store 3.
- c. Also in store 3, provide the most efficient and cost-effective heating / hot water system for the pavilion.

3.4. New gas boiler installation and hot water connections. Note: Solar powered electric heating and hot water alternatives (connected to the existing solar panels/batteries) will be considered, provided it can be demonstrated that it will be as efficient and as cost effective as the gas option.

3.5. Gents' toilets:

- a. Provide two cubicles each with toilet pans, soft close lids, two stud walls and urinal also two sinks one hand-dryer and new internal 30-minute fire door.
- b. Utilise existing foul waste pipe position.
- c. Supply and install extractor fan.

3.6. Ladies' toilets:

- a. Remove pier as indicated on the Architect's plans.
- b. Provide three 805 X 750 cubicles each with toilet pans, soft close lids, cubicle doors 650 min.
- c. Ensure clear space of 465 between door swing and toilet single sink and hand-dryer, move door 100mm off wall and block up to make good. (See architects drawing.)
- d. Foul waste to be connected to existing showers soil vent pipe. See Architect's notes and foul drainage notes.
- e. Supply and install extractor fan.

3.7. Kitchen:

- a. Replace door with new 60-minute fire door.
- b. Knock through new Kitchen wall to create opening 2 metres wide x 1.4 metres high for serving area.
- c. Worktop including two sinks- See Architects drawings.
- c. Provide appropriate slip proof, hardwearing flooring suitable for hygienic kitchen. Flooring suitable slip proof and robust, where floor meets wall the finish to be curved for ease of cleaning/hygiene.
- d. Walls to be finished within specifications for Cafe Kitchens.
- e. Finish: Non-toxic, smooth, and light-coloured for visibility.
- f. Joints: All joints must be sealed, welded, or covered with hygienic joists to eliminate bacterial traps.
- g. Backsplashes: Behind cooking equipment, stainless steel is preferred for fire resistance.
- h. Extraction system to be more than sufficient for commercial kitchen as should kitchen appliances and storage cupboards, base units and drawers.
- i. Floor to be finished to specifications for Cafe Kitchens.
- j. Floors must be slip-resistant, durable, and easy to clean, even with contaminants like grease and oil.

- k. Slip Resistance: Safety flooring with an R12 or PTV >36 rating (e.g., Altro Stronghold) is required.
- l. Materials: Quarry (or equivalent) tiles, or heavy-duty epoxy resin, or vinyl safety flooring.
- m. Installation (Coving): Flooring must turn up at the wall base (coving) by at least 100mm to create a seamless, easy-to-clean corner.
- n. Drainage: Suitable floor drainage should be installed in washdown areas to prevent pooling.
- o. Electrician to perform a proper load calculation and design electrical circuit/s, run in conduit trunking with kitchen safe sockets to latest electrical standards. Sockets for appliances at correct heights, above worktop, away from water and under worktop for under counter appliances.

3.7. Other:

- a. Lockable shutters throughout to protect all exterior windows and doors, except store room 3 which should have new vandal proof solid doors.
- b. Project Manager shall provide new floor finish options for the pavilion prior to installation (except the New Kitchen – see floor specifications).
- c. Electrician shall design and install electrical circuit/s, run in conduit trunking, sockets to include USB A & USB C sockets in the open area for equipment/Machines and for users to charge phones & laptops.
- d. Emergency lighting: smoke detectors, fire safety alarms, emergency fire exit signs etc as per Architect's Drawings and Legend.
- e. All necessary electrical works including upgrading consumer board/s shall be compliant as per Architect's notes. The contractor shall consider incorporating efficient use of solar battery power from the changing rooms.
- f. Lighting – Please see Architect's notes - project manager shall advise on appropriate light fittings.
- g. Project manager shall liaise with Global Vision to upgrade the external CCTV cameras and data storage. Cameras to be demonstrated to Council before installation to ensure suitability.

3.8. Exterior:

- a. Exterior Solar PIR security Lighting
- b. Underground trench channel from the rear (west) of the building to connect to existing services and shall be constructed at a level to ensure it allows for the proposed car park specifications.
- c. Exterior repair or renew all exterior soffits, guttering, drainpipes, with grill protection.
- d. Exterior insulation and K Render white.
- e. Exterior seating area; tarmac finish onto compacted crushed limestone and concrete sub-grade and sub-base with edging.
- f. Exterior, supply and fit pergola, 2800mm X 14000mm to cover the newly created exterior seating area as shown on Architect's drawings.
- g. To widen, extend and resurface the path from the yellow entrance gate to the " MUGA." A drawing will be provided.

4. New Car Park:

- 4.1. Please see Architect's drawings. Sub-base and Hexpave. Ensure existing services Waste, Water, Electric & Gas are buried in new trench/ channel deep enough to ensure sub-base supports weight / volume of cars expected.

5. Existing Car Park.

- 5.1. To provide separate costs for the existing car park to be resurfaced - subject to further consideration by Council.

6. General

- a. To include supply and installation of all equipment. Making good all new openings, ceiling and flooring, including to level and match existing surfaces.
- b. All waste must be safely removed by a certified waste removal company, and all areas made good.
- c. Please include itemised costs with the proposal.
- d. All kitchen and toilet fittings, appliances and equipment selected should provide value for money.
- e. Make optimum use of the space, fulfil, or exceed the requirements below.
- f. The refurbishment must ensure the facilities and open space is fit as an inviting Sports Pavilion and Community Café for all Ruskington residents, users and visitors.

7. NB: This tender is for the renovation and conversion of the building, remedial works, disposal of old, supply of new, installation, and making good to seamlessly match existing surface levels.

8. Items of Equipment are required for the creation of

- a. New Kitchen
- b. Gents' Toilets
- c. Ladies' Toilets
- d. Interior accessed disabled toilet/ baby changing facility.
- e. Exterior accessed disabled toilet/ baby changing facility.
- f. New open area.
- g. Exterior seating area
- h. Heating (Boiler & radiators).
- i. A commercial standard stainless steel kitchen including dish washer, fridge and freezer.

9. Description of Proposal

The designs for the conversion and creation of an open area, community café with new kitchen and toilets should refer to the following criteria:

- Be as accessible as possible.
- Be as environmentally friendly, efficient and cost effective as possible.
- The design should be comparable to the Architect's plans enclosed.

10. List of desired equipment /appliances for the kitchen (Please note it is expected that the connection between the front and rear of the building will be via the dining area in the kitchen.)

- Cupboards
- 2 Sinks
- Work Surface
- Lincat (or similar) boiler for providing hot drinks water.
- Hob
- A suitable combination oven, incorporating high speed impingement technology, with convection and microwave options.
- Fridge/freezer
- Appropriate extraction equipment
- Serving counter
- Dishwasher

11. List of equipment for Store 3 (heating)

- New Boiler for heating the pavilion and hot water.

12. List of desired equipment for both (x 2) disabled toilets

- Toilet with soft close lid
- Sink
- Wall hung baby changing unit.
- Hand-dryer
- Disabled alarm
- Shelf & Batton with hooks for clothes in 'exterior accessed' disabled toilet only
- Extractor fan

13. List of desired equipment for the gent's toilets

- 2 toilets with soft close lids
- Urinal
- 2 sinks
- Hand-dryer
- Extractor fan

14. List of desired equipment for the ladies' toilets

- 3 toilets with soft close lids
- 1 sink
- Hand-dryer
- Extractor fan

15. Other Tender Considerations

- All waste materials will be disposed of by the contractor via a certified licensed waste removal company.
- Use of local suppliers, equipment, skills and labour is encouraged.
- The contractor shall ensure that all electrical installations throughout meet the Architect's drawings and the latest safety regulations.
- All installations shall be fully functioning as their purpose.

16. Essential Submission Requirements (all tenders should include as a minimum):

- Proposed plan to show the design and equipment for the Kitchen, all Toilets and new open area. 1 x minimum A4 size, colour, plan view drawn to scale.
- Clear images of proposed kitchen, store room/ boiler, ladies' and gents' toilets disabled toilets/baby changing facilities, new doors windows and all other equipment to be used, plus descriptions including size, material, and dimensions.
- Cost Breakdown: A detailed cost breakdown detailing each item including delivery. All disposal and installation charges to be included.
- Separate costing for a new tarmac surface of current Parkfield car park including an improved soakaway for the entrance between Parkfield car park and the Village Hall carpark, or costing for connecting to the main drain.
- Standards: Quote relevant safety standards to which the equipment complies, as applicable.

- Timescales: A detailed schedule of works which includes start date and timeframes up to completion date.

17. Desirable Submission Requirements

- It is recommended that all the tenderers carry out a site visit before submission of a tender.
- Ruskington Parish Council shall invite all tenderers to a meeting where questions and answers will be provided to all tenderers approx. 3 weeks after the tenders are published.

18. Timescales

- Tenders available – Monday 6 May 2026
- On site meeting with tender applicants - Tuesday 19 May 2026
- Tender return – Friday 26 June 2026 - by 12 noon
- Tender assessment – Week commencing 29 June 2026
- Award of tender – Week commencing 14 July 2026
- Work to commence – As soon as practically possible

19. Assessment

The tender assessment will be based on the following criteria:

- Value for money
- Fulfilling the requirements of the brief
- Incorporating accessible and inclusive elements
- Start date and timescales

20. NB Ruskington Parish Council reserves the right not to accept the lowest price tender, or any other tender received.

21. Site Visit

A site visit is recommended to get a feel for the property and its surroundings to better inform the build process. The site is secure and can only be visited by prior arrangement with the Clerk to Council or Responsible Finance Officer.

22. Architects plan – please see the attached detailed plan from the Wayne Izzatt.

This plan can be altered accordingly but tenders must include all the listed elements.

23. Structural Engineers Report – please see the attached report from INGENUM PROJECTS

Instructions and Advice for taking down walls and adding supports.

24. Contact Kathryn Locke at clerk@ruskington-pc.gov.uk or 01526 834483 if you would like to discuss the tender/project in more detail.