# Invitation for Expression of Interest to provide Management Services for Tuairin Glás, Community Hub Ballincollig, Cork City

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Closing date for Submission: 5pm, 30th July 2025

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# **About the Contracting Authority**

Cork City Council is seeking expressions of interest from community groups and/or voluntary organisations to rent and maintain the Tuairin Glás, Community Hub, Ballincollig, Cork City, hereto (hereinafter the "Facility") initially on a short term 11-month lease.

Cork City Council, herein after referred to as the Contracting Authority, is the authority responsible for this expression of interest.

Cork City Council is the Local Authority for the administrative area of Cork City. Cork is in the south-west of Ireland, in the province of Munster. Since the extension to the city's boundary in 2019, the city area increased from 39 km² to 187 km², and the population within the city bounds increased from 125,000 to 210,000. The Ballincollig area was included in the Cork City boundary area. Cork City Councils significant economic advantages include, Cork Port, fast access to rail, road, and power and telecommunications infrastructure and indeed Cork Airport.

Local Authorities are the closest and most accessible form of Government to citizens. They have responsibility for delivery of a wide range of services in their local area with a focus on making cities, towns and countryside attractive places to live, work and invest. These services generally include housing; planning; infrastructure; environmental protection; and the provision of recreation and amenities and community infrastructure. Local Authorities also play a key role in supporting economic development and enterprise at a local level. Further information is available at our website www.corkcity.ie

# Tuairin Glás, Community Hub, Ballincollig - Background

Cork City Council would like to hear from community and voluntary organisations or groups who are interested in renting and the maintenance of the Facility initially on a short term 11-month lease. The Facility is in Ballincollig, Cork City.

The premises is a one story, community hub building, in the middle of a mixed social and privately owned housing estate. The building is comprised of a small entrance hall, one large meeting room, a small office/kitchenette and two toilets, one of which is wheelchair accessible. Viewing is advised prior to any expressions of interest to ensure a full understanding of the building lay out and surrounds. Please see the How to Arrange a Viewing section below.

Cork City Council is required to undertake an Expression of Interest (EOI) process to agree an arrangement for the rental of the Facility. The Facility is in Tuairin Glás Estate, Greenfield, Ballincollig, Cork City.

This will involve selecting a community/voluntary group/organisation from within the city boundary to act as the tenant of the facility. "The applicant who is selected following completion of the expression of interest process on or after 14<sup>th</sup> August 2025 date will be awarded a short term 11-month lease for the rental of the Facility and maintaining it in an effective, safe and professional manner to ensure the provision of a full range

of activities to be used safely and solely for community and youth services related activities and/or for the benefit to the public in the Ballincollig/Cork City, catchment area.

It is proposed that the successful EOI applicant organisation will rent the premises for an initial 11-month period, with a 9-month review and a monthly report to the delegated Cork City Council official built into the agreement/lease.

The facility is currently vacant.

This is an opportunity for a community group/organisation to rent this office/meeting/training space for their own use and/or shared use whilst renting the building. Sharing of this facility will be subject to prior approval of Cork City Council.

## Requirements

### **Generally:**

- The tenant will maintain the Facility and the external space in a safe, efficient and professional manner, to be used solely for community and youth services related activities and for the benefit to the public in the Ballincollig, and/or the Cork City catchment area.
- Maintain good quality relations with the local neighbours and include them in the use and operation of the facility where and when possible and appropriate.
- Under the direction of Cork City Council, actively promote, encourage, and market the optimum use
  of the Facility.
- Nominate a contact person with whom Cork City Council shall liaise in relation to any terms of this
  agreement or any matter concerning the Facility.
- Maintain the building and surrounds to a high standard of health and safety.
- Always secure the Facility by ensuring it is always locked when not in use.
- "Cork City Council may, at its sole discretion following a review, appoint an agent to manage the Facility
  and in this event, the Tenant shall be obliged to comply in all respects with any directions given by the
  agent regarding the management of the complex."
- In the event of an anchor tenant sharing the building to maximise its use, "The Tenant shall be entitled to the shared use of any common areas in the building in conjunction with any other tenants."

#### Specifically:

- Ensure all rooms within the facility and surrounding environs are always kept litter free.
- Monitor admission during opening hours.
- Provide readily understandable Safety notices/signs for all those, staff, users, members of the public, visitors, etc, who enter the Facility.

- Always Co-operate with other permitted occupiers/users of the Facility.
- Operate a satisfactory administrative system to manage the booking of the Facility.
- Promote maximum use of the Facility by youth and community services.
- Ensure the operation of the outdoor spaces within the confines of the Facility is kept in a safe manner
  and carry out regular inspections as advised by Cork City Council to ensure these spaces are always
  maintained to the highest safety standards under The Safety, Health and Welfare at Work Act 2005.
  This is the primary legislation in Ireland governing workplace health and safety. It outlines the
  responsibilities of employers and employees to ensure a safe working environment.
- Ensure its staff have undertaken appropriate training at a level commensurate with the appropriate Health and Safety legislation/training related to such a facility and are fully conversant with Health and Safety issues in relation to the operation of the facility and its surrounds.
- To be responsible for all costs associated with the running of the facility and to be responsible for the payment of all outgoings and utility bills in respect of the property including water, electrical, gas, refuse charges, service charges, insurance, including rates (if applicable).
- To manage any additional rental income generation and its rates in agreement with Cork City Council, and to ensure that the Facility is operating to its full capacity and within governance rules including reporting to Cork City Council all income generation.

# **Opening Times**

Ensure in so far as is reasonably possible that the Facility opens and is available for use between 9am and 10pm Monday to Friday inclusive and on Saturday and Sunday subject to demand.

# **Financial Receipts**

- Operate proper financial controls and accountability.
- Prepare and furnish to Cork City Council an Annual Report, including audit reports on the operation of the facility which shall include details of activities, opening hours, users, etc.
- Provide a written report monthly to the designated Cork City Council official.

# **Staffing**

- Hire, supply, or employ personnel competent and properly qualified to perform all the duties necessary to give effect to the obligations of the Rental agreement.
- Ensure that all persons supplied, hired, or employed by the Tenant shall discharge their duties competently and to a high standard.

- Ensure that all persons supplied, hired, or employed by the Tenant will always display values of good customer care in the performance of their duties towards users of the facility and/or other members of the public.
- Ensure that all persons supplied, hired, or employed by the Tenant to carry out any duties shall always be and remain the employees of the Tenant and not of Cork City Council.
- Ensure that all persons supplied, hired, or employed by the Tenant shall maintain good quality relations with the local neighbours and include them in the use and operation of the facility where and when possible and appropriate.

# **Health & Safety**

- Prepare and implement a proper and effective safety and risk assessment statement and a proper and
  effective risk management programme to minimise, and where possible eliminate, incidents of
  accident, injury or illness to staff, to members of the public, and to other persons using the facility and
  its surrounds.
- The Tenant shall ensure full compliance by it, of its duties in law to employees and others and (and without prejudice to the generality of the foregoing or to the full extent of the legal duty arising and the Tenant shall be required to comply, in all respects with the requirements of the Safety, Health and Welfare Act, 2005") shall.
- **A.** Provide and maintain a safe, healthy working environment and a safe and healthy facility for public use, taking account of all requirements of law.
- **B.** Make available all necessary safety devices and protective equipment and supervise their use and maintenance.
- C. Shall be responsible for any other Fire, Health and Safety requirements and equipment.
- D. Shall be responsible for child and vulnerable adults' protection and safeguarding.

## **Maintenance**

- Keep the Facility and its surrounds in a safe, clean, hygienic, orderly, and attractive state and condition.
- To be responsible for all internal repairs and maintenance of the Facility and surrounds.

# **Complaints**

Operate an effective procedure for receiving, recording, investigating and resolving complaints from users, neighbours and/or other persons within and surrounding the Facility ensuring the maintenance of a written record of all complaints, their investigation and resolution and make available all such records for inspection by Cork City Council.

## Indemnities and Insurances:

#### Cork City Council on request will require:

- Indemnify Cork City Council, fully and completely, against all actions, damages, claims, costs, expenses
  and demands which may be made against Cork City Council as owner or provider of the facility and its
  surrounds.
- For the duration of the Lease, the Tenant shall hold a Public Liability Policy of Insurance with a limit of €6,500,00.00 for any one incident with full indemnity therein to Cork City Council.
- For the duration of the Lease, the Tenant shall hold an Employers Liability Policy of Insurance with a limit of €13,000,000.00 for any one incident with full indemnity therein to Cork City Council.
- The Tenant shall further be required that all equipment, materials etc. (either in their ownership or control) held or stored at the Facility is covered under a separate Contents Policy and that Cork City Council is indemnified under said policy against any loss, damage, theft, etc of or to the equipment, materials etc.
- It will be a requirement that the tenant produce a copy of their insurance on request by Cork City Council.

## **Procure that All**

- A. Groups, schools and users of the Facility are covered under the Tenants public liability and Cork City Council is indemnified during this use.
- **B.** Contractors or independent operators have their own insurance policies for the works they may carry out in or surrounding the facility.

# The Facility

- Keep the Facility always secured against all risks of damage, injury, vandalism, loitering, graffiti, intruder or fire and to use all appropriate forms of alarms and electronic devices in support of this obligation as is appropriate.
- Ensure the Facility is open and available for community use.
- Promote the availability of the Facility.
- Allow Cork City Council, at all reasonable times, enter upon the said Facility for the purposes of inspection and examination.
- Allow Cork City Council, always enter upon the said Facility for the purposes of attending to any emergency situations which may arise.
- The tenant shall pay and discharge all out goings in respect of the Facility.

## **Duration**

The 11-month rental agreement to be reviewed annually, with an annual get out clause for both parties.

## Rent

Pay a rental fee to be agreed with Cork City Council from the date of the signing of a tenancy agreement.

# Specification/Eligibility Criteria

Organisations interested in renting the facility must submit an Expression of Interest in writing before the closing date and time.

- The successful organisation/group must have a track record of community development.
- The successful organisation/group must have an understanding of what is required to successfully manage such a facility under a tenancy agreement.
- A minimum of 3 years' organisational experience and expertise of good governance structures, financial planning and control is required.

This opportunity is open to voluntary, community, charities and social enterprise organisations which are suitably qualified and meet the criteria set out in this expression of interest.

Expression of interest is also welcomed by a consortium of community -based organisations, however, the proposal should clearly show who will be responsible for areas such as maintenance, marketing, community liaison and point of contact with the council.

# How to Arrange a Viewing

Viewing is advised prior to any submission of expressions of interest to ensure a full understanding of the building lay out and surrounds.

Should any potential applicant wish to view the facility, this will be facilitated through Denise Murphy. Viewings will take place between the **14/07/2025** and **25/07/2025** by mutual agreement. You can contact Denise by phone 021 492 4628 or email denise murphy@corkcity.ie to arrange same.

# **How to Apply**

Expressions of Interest must be made in writing and submitted to denise\_murphy@corkcity.ie by **5.00 p.m.** on **30/07/2025.** You can send your expression of interest in word or pdf. Expressions of Interest and any accompanying documentation should not exceed 6 pages.

# **Next Steps**

Expressions of Interest will be considered by a panel, and an interview may take place once the Expressions of Interest are assessed.

