

Woodford Park Leisure Centre

Contract and Framework details

Fitness / Gym equipment specification

Client:

Woodley Town Council (WTC)

Oakwood Centre

Headley Road

Woodley

Reading

Berkshire

RG5 4JZ

Tel: 0118 9690356 / 0118 9216969

Email: ed.whitesmith@woodley.gov.uk

Contact: Mr E Whitesmith / Mr L Skinner

Site:

Woodford Park leisure centre (WPLC)

Haddon Drive

Woodley

Reading

Berkshire

RG5 4LY

Tel: 0118 9216969

A. Description of works

Woodley Town Council would like to invite tenders for provision of gym fitness equipment for a new gym at Woodford Park Leisure Centre. The contract is estimated to commence from October 2016 (based on length of building works) and will be in force for 5 years.

The tenders will be evaluated on the following criteria:

1. Product: This must meet the minimum requirements set out in the specification below, but we are also interested in additional and/or innovative equipment that will add value and/or quality to our business. Suppliers are welcome to quote for recommended additional pieces of equipment on top of the specification below.
2. Support: The support provided by the supplier is critical, as we need to ensure high standards of reliability and performance in addition to continuity of provision and prompt response to any maintenance and/or other issues.
3. Price is an important factor but will be balanced with the factors above.

The quality of our equipment is a key factor for us in attracting new members and our gym will face strong competition from the private sector.

The tender also provides for installation, training, maintenance, service and any associated hardware and software. All waste removal costs will be included within your tender.

B. Essentials

- Equipment needs to be compact and have a relatively small footprint as our gym will have limited floor space and ceiling height (TBC but estimated ceiling height to be a maximum of 2.4 metres)
- Delivery and installation should be included within the price of the equipment or free of charge, and should include training for our fitness team. Delivery and installation of new equipment needs to be flexible and arranged so as to cause minimum disruption to the fully operational leisure centre.
- It is essential that we maintain a good working relationship with the chosen supplier and we would wish to have regular meetings to review the partnership and consider potential business developments.

C. Desirables

- We would like as much of the equipment as possible to be IFI accredited.
- Entertainment features on CV equipment (including digital Freeview and virtual reality software) are elements that our competitors currently lack and therefore we have included these on our minimum specification below.
- Equipment that reduces or minimises energy consumption, including where possible self powered CV equipment to allow greater flexibility with gym layout in the future.
- A flexible package that enables us to “substitute” pieces of equipment that are not proving to be popular with gym members and/or are frequently requiring service.
- Where possible we would like equipment to have green/dark green trim to match the logo of Woodford Park Leisure Centre; however if this incurs additional cost we would ask that this is quoted as an optional addition to the equipment.

D. Minimum Equipment Specification

Equipment Specification	Quantity
Treadmill (mid range w/ digital Freeview & virtual reality software)	X5
Cross-trainer (mid range w/ digital Freeview & virtual reality software)	X3
Upright bike (mid range w/ digital Freeview & virtual reality software)	X2
Recumbent bike (mid range w/ digital Freeview & virtual reality software)	X1
Rowing machine (mid range)	X1
Dual Adjustable Hi-Low pulley/Cable Crossover (or combination with other resistance machines listed below / Multi-gym) - (w/ pulley attachments inc. rope pull down, cuffs, short handle bar)	X1
Seated row (resistance machine)	X1
Chest press (resistance machine)	X1
Leg press (resistance machine)	X1
Lat-pull down (resistance machine)	X1
Olympic multi rack (w/ disc storage)	X1
Olympic rubber coated disc pack (Total weight 167.5kg consisting of 25kg x2, 20kg x2, 15kg x2, 10kg x2, 5kg x4, 2.5kg x2 and 1.25kg x2 / or equivalent)	X2
Olympic bar 6ft with collars	X1
Adjustable incline weights bench	X3
Rubber covered dumbbell set and rack (2.5kg to 25kg in 2.5kg increments)	X1
Rubber covered dumbbell set and rack (27.5kg to 50kg in 2.5kg increments)	X1
Rubber hexagonal dumbbell set and rack (1kg to 10kg in 1kg increments)	X1
Competition Kettle bells (varied colours) and stand (8kg x2, 12kg x2, 16kg x2, 20kg x2, 24kg x2)	X1
Medicine balls (varied colours) and stand (3kg x2, 5kg x1, 7.5kg x1, 10kg x1)	X1
Suspension straps and wall mount(s)	X3

E. Service Contract & Maintenance

- Full 5 year warranty on all equipment to include parts and labour
- All inclusive call out and labour (rectifying faults under warranty)
- Full service on all equipment to take place every 6 months
- Replacement of upholstery on cv and resistance equipment where there is clear evidence of wear and tear
- Replacement and installation of treadmill belts where required
- Replacement of resistance equipment cables annually
- 48 hour response time to all repair calls

F. Submission & Weightings

Submission needs to include:

- A detailed price list for all equipment (including any extras and software) and details of how prices may change/increase within the 5 year agreement if applicable.
- Details of any extra costs that may/could be applied within the 5 year agreement.
- Length of warranty and what the warranty includes in relation to the “Service Contract & Maintenance” bullet points above.
- Details of the service contract and maintenance arrangements in relation to the “Service Contract & Maintenance” bullet points above.
- Estimated delivery and installation time scales for all equipment.

The tenders will be evaluated on product, support and price as follows:

- Product 35%
- Support 35%
- Price 30%

G. Programme & Other Information

- The installation date (currently estimated to be October 2016) for the gym equipment is dependant on the completion date of the building works and the time required at each phase by the individual contractors. The chosen supplier will be kept up to date on building work progress and sent a project schedule which will be reviewed on a weekly basis by Woodley Town Council Officers.
- Suppliers are welcomed and encouraged to supply 3D drawings of the suggested gym layout with their gym equipment to support their quotes.

Closing Date:

- Tenders to be returned no later than 12:00pm (midday) Friday 15th July 2016 and marked for the attention of:

Mr E Whitesmith
Woodford Park Leisure Centre
Haddon Drive
Woodley
Berkshire
RG5 4LY

Site Visit:

- A site visit is recommended prior to return of tender and can be organised directly with Mr E Whitesmith via email: ed.whitesmith@woodley.gov.uk

H. Scope of works – General Contract details

h.01 Health & Safety

The Tenderer is reminded that, prior to his being allowed to commence work he is duty bound to provide all documents, data and submissions required by statutory authority, the CDM regulations, the Safety at Work Regulations, and in accordance with the Contractors Safety and Quality Procedures.

Health and Safety Plan:

The Tenderer will be required to prepare and submit prior to commencement of work his own Risk assessment sheets.

Welfare:

Toilet, wash and changing facilities are available at the centre (Wplc).

No Smoking Policy

The building is a NO SMOKING ZONE. A designated smoking area will be discussed if required.

h.02 Working Hours

Assume Normal working hours: 08:00 – 17:00

Out of hours working will only be made by prior arrangement

If the Tenderer elects to, or is required to work overtime to properly complete or maintain progress requirements due delays caused by the Tenderer, any and all additional personnel as may be required, such as, but not limited to, electricians, labours and other trades and services provided, will not be covered by this contract and there for not paid for by the client.

h.03 Correspondence

All correspondence to be sent to WTC, for the attention of Mr E Whitesmith.

h.04 Variation

No Variations to be undertaken without written consent from WTC

I. Payment Procedures

I.01 Pre-payment

No pre-payment will be made.

I.02 Completion payment

N/A

I.03 Retention

N/A

J. Insurances

j.01 Public liability insurance

A copy of the tenders public liability insurance will need to be included in the tender.

K. Inspection (Snagging)

k.01 Snagging timescale

Inspection of all equipment shall take place before signing off as installed.

k.02 Standard

The contract drawings and specifications, British Standards, and Building regulations set a standard for the works, however common sense and experience will also be used in exercising judgment.