off-site:LOGO for agendas.pdf

**Woodford Park Leisure Centre**

# Invitation to Tender

## Provision of leased Fitness / Gym Equipment

## 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

## Site: Woodford Park leisure centre (WPLC)

Haddon Drive

Woodley

Reading

Berkshire

RG5 4LY

Tel: 0118 9216969

**Deadline for submissions:**

Tenders to be marked **CONFIDENTIAL TENDER** and returned no later than **12:00pm (midday) Wednesday 26 July 2023**

# A. Description of works

Woodley Town Council is inviting tenders for the provision of gym fitness equipment for **The Gym on The Park** at Woodford Park Leisure Centre, under a lease agreement. The contract will commence **from November 2023 for an initial period of** **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 happy to consider additional and/or innovative equipment that will add value and/or quality to our business (e.g., dual / multi use equipment).
2. **Support:** The gym is relatively small in size and so a fully inclusive and prompt maintenance service is critical and should be included within your tender.
3. **Price:** An important factor but will be balanced with the factors above.

**The Gym on the Park** is a community focussed gym with member ages ranging from sixteen years old to eighty-five years old. Current members value stylish, simple and easy to use equipment. The equipment specification below closely matches that of the equipment currently in the gym with some minor additions and changes based on member feedback.

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

**Suppliers are welcome and encouraged to arrange to visit the site prior to submission.**

**B. Essentials**

* Equipment needs be to stylish, simple and easy to use.
* Equipment needs to have a relatively small footprint as the gym has limited floor space and ceiling height **(equipment height to be a maximum of 2.2 metres).**
* A fully inclusive, reliable and prompt maintenance service.

**C. Desirables**

* Basic entertainment features on CV equipment (radio and digital Freeview).
* Equipment that reduces or minimises energy consumption.
* A flexible package that enables us to “substitute” pieces of equipment that are not proving to be popular with members or are frequently requiring service.
* The option to add in additional pieces of equipment at a later date based on growth and member feedback.
* Equipment to have black/grey frames with green trim/stitching where possible so as to match the logo of The Gym on the Park; however, if this incurs additional cost we would ask that this is quoted as an optional extra.
* Delivery and installation of new equipment needs to be flexible and arranged so as to cause minimum disruption to the fully operational leisure centre.

**D. Minimum Equipment Specification**

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| --- | --- |
| **Equipment Specification** | |
| **CV Equipment:** | |
| Treadmill | x5 |
| Cross-trainer | x2 |
| Upright bike | x2 |
| Recumbent bike | x1 |
| Rowing machine | x2 |
| **Resistance Machines:** | |
| Seated row | x1 |
| Chest press | x1 |
| Shoulder press | x1 |
| Leg press | x1 |
| Leg extension | x1 |
| Lat-pull down | x1 |
| **Strength / Other:** | |
| Olympic multi rack / half rack (ideally with disc storage) | x1 |
| Olympic rubber discs (25kg x4, 20kg x4, 15kg x4, 10kg x4, 5kg x8, 2.5kg x4 and 1.25kg x4) | x1 |
| Olympic bar (7ft) | x1 |
| Adjustable (incline and decline) 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 covered dumbbell set and tower (1kg to 10kg in 1kg increments) | x1 |
| Kettle bells and stand / storage (8kg x2, 12kg x2, 16kg x2, 20kg x2, 24kg x2) | x1 |
| Medicine balls and stand / storage (3kg x1, 5kg x1, 7kg x1, 10kg x1) | x1 |
|  | |

**E. Service Contract & Maintenance**

The service and maintenance cover provided within the contract is a critical feature of the tender submission. As a minimum the contract should cover and include:

* A quick and easy method for reporting and logging faults and jobs.
* A full 5-year warranty on all equipment that includes parts and labour.
* All inclusive call out and labour (rectifying faults under warranty).
* A full service on all equipment to take place every 12 months.
* Replacement of upholstery where there is clear evidence of wear and tear.
* Replacement and installation of treadmill belts as and when required.
* Replacement of resistance equipment belts and cables as and when required.
* 48-hour response time to repair jobs.

**F. Submission & Weightings**

Submissions needs to include:

* A detailed price list for all equipment (including any extras).
* 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.

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 will be November 2023.
* Suppliers are encouraged to supply drawings of the suggested gym layout with their gym equipment to support their quotes.

**H. Additional Information**

Please ensure you have included the following with your submission:

* Fully Costed proposal
* Last set of your company’s audited accounts
* Details of any enforcement action under Health & Safety legislation
* Brief details of two current, similar scale projects undertaken by your company
* Confirmation that you can meet the delivery timescale
* Details of your company’s public liability and employee insurance cover
* Your company’s equality policy
* Your company’s environmental policy

**Closing Date:**

* Tenders to be marked **CONFIDENTIAL TENDER** and **returned no later than 12:00pm (midday) Wednesday 26 July 2023** and marked for the attention of:

Mr E Whitesmith

Woodford Park Leisure Centre

Haddon Drive

Woodley

Berkshire

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