

CONTRACT SCRUTINY PANEL AGENDA



Monday 7th November 2005

at 11:00 am

in Committee Room 'A'

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Clouth, Dr. Morris, C. Richardson, Rayner and Rogan

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meetings held on 10th and 24th October, 2005 (attached)
- 4. ITEMS FOR INFORMATION**
 - 4.1 None
- 5. ITEMS FOR DECISION**
 - 5.1 None
- 6. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 7. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

8. OPENING OF TENDERS

- 8.1 Tenders in Respect of Arboricultural Works in parks and Recreation Grounds
– (para 9) – *Director of Adult and Community Services*
- 8.2 Tenders in Respect of Burn Valley Gardens Phase III Environmental
Improvements Works – *Director of Neighbourhood Services*
- 8.3 Tenders in Respect of Murray Street Improvement Works – *Director of
Neighbourhood Services*

**9. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE
URGENT**

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

10th October 2005

PRESENT: Councillor Pat Rayner (Chair)
Councillors John Cambridge, Jane Shaw, Maureen Waller and Dennis Waller

OFFICERS: Pat Usher, Sport and Recreation Manager
John Mennear, Acting Assistant Director (Cultural Services)
Alison King, Principal Legal Executive (Conveyancing)
Jan Bentley, Democratic Services Officer

53. APOLOGIES FOR ABSENCE

None

54. DECLARATIONS OF INTEREST

None

55. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 12TH AND 26TH SEPTEMBER, 2005

The minutes were confirmed.

56. SUPPLY OF FITNESS ROOM EQUIPMENT FOR THE BOROUGH BUILDINGS SPORTS HALL– *Acting Director of Adult and Community Services*

PURPOSE OF REPORT

To advise members on the outcome of the selection of a contractor for the supply of fitness room equipment for the Borough Buildings Sports Hall.

BACKGROUND

On 26th September, 2005 this Panel had received and opened submissions from four companies tendering for the supply of fitness room equipment only (**Form A**) and the supply of the same equipment supported by an IT based fitness and retention management package (**Form B**) for the Borough Buildings Sports Hall. The following companies had submitted tenders:-

*	Precor Products Ltd,	Berkshire
*	Technogym UK Ltd,	Berkshire
*	Life Fitness (UK) Ltd,	Cambridgeshire
*	Pulse Fitness,	Cheshire

Members were informed that the Borough Buildings Sports Hall was an externally funded project supported by a variety of funding partners. At the time of advertising the fitness tender (which was dictated by available timescales), the preferred choice was for the provision of equipment with an IT package. As funding had been available, Officers had only evaluated those tenders submitted on tender **Form B**.

An evaluation matrix was attached to the report by way of appendix and in no particular order, letters A to D referred to the aforementioned companies

The evaluation of tenders had comprised of an assessment of the submissions based on price/quality through an agreed marking mechanism under procedures as set out in Paragraph 13 of the General provisions relating to Contract Procedure rules. Potential suppliers had been informed in advance that this assessment would be made on the basis of 50% price and 50% quality.

EVALUATION

As there was a vast range of equipment available on the market with considerable differences in the functionality, features and quality of each individual piece of kit, very detailed information specifying equipment requirements had been made available in advance.

Companies had then been asked to tender information on the basis of whether they would be able to meet these standards or not. Tenders were then evaluated in this way, taking mainly the following factors into consideration:-

- * A company's ability to supply cardio vascular and resistance equipment to the required specification. For example, leading users through work programmes, allowing them to view progress, whether the equipment was IFI (Inclusive Fitness Initiative) accredited, whether unauthorised use of equipment could be prevented and whether wireless integration with the IT fitness management package for maximum flexibility was possible.
- * A company's ability to supply an IT based fitness management package to the required specification. For example, whether all equipment was compatible with the system, whether the system operated the equipment through a pre-programmed reading device (smartcard or key reader) for safety and ease of use, whether the system could "lock out" equipment to prevent unauthorised access, whether the system captured 100% of

usage data and whether an Internet based facility could be provided for users to log non fitness room based activities.

- * Evidence of usage data provided being able to support health care initiatives such as GP Referral tracking.
- * A company's ability to provide a comprehensive call-out and service contract for all of the equipment. For example, guaranteed response times and 24 hours 7 days a week on-line fault logging via the Internet.
- * A company's ability to provide an ongoing training and support package for staff, extending to after the new facility is opened.
- * A company's ability to deliver and install equipment by the end of December, 2005.
- * A proven track record in the fitness industry.

Appended to the report were the price and quality scores for tenders A to D, (a copy of which is included in this minute book) with the higher scores indicating lower price, higher quality or a combination of both. Company B had scored the highest.

Company B was Technogym UK Ltd. The evaluation process had highlighted the technologically advanced equipment provided by the company that would provide an improved experience for all users, whether a GP Referral client or someone who exercised more regularly. They had also proved to be the only company who could provide resistance equipment to the required specification.

More importantly, the evaluation team had been impressed with the existing working relationship that Technogym had already developed with the Health sector. This involved a joined up approach working directly with them in developing their IT based fitness and retention management package, "Wellness". As a consequence, it was believed that the data available from this system would be of significant interest to our own PCT in the future.

Copies of plans for this project were circulated at the meeting and Officers indicated to Members the proposals.

DECISION

That the Panel agreed to note the award of the Contract for the supply of fitness room equipment and an IT fitness and retention management package for the Borough Buildings Sports Hall to Technogym UK Ltd.

P RAYNER

CHAIRMAN

CONTRACT SCRUTINY PANEL

MINUTES AND DECISION RECORD

24th October 2005

PRESENT:

OFFICERS: Jan Bentley, Democratic Services Officer

57. APPOINTMENT OF CHAIR

In the absence of the Chair Councillor Tumilty was appointed as Chair for this meeting only

58. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Cambridge, Rayner, Shaw, D. Waller and M. Waller. Under paragraph 4.2(2) of the Council's Procedure Rules, Councillor Tumilty attended as substitute for Councillor Rayner.

59. DECLARATIONS OF INTEREST

None

60. CONFIRMATION OF MINUTES OF THE MEETING HELD ON 10th OCTOBER 2005

Confirmation of the minutes of 10th October 2005 were deferred until the next meeting of the Panel.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

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Minute 61 - Tenders in respect of Conservation Works to War Memorials – (para 9) exempt information under 12A Local Government Act 1972 namely terms proposed or to be proposed by or to the Authority in the course of negotiations for a contract for the acquisition or disposal of property or the supply of goods or services – *Head of Procurement and Property Services*.

61. TENDERS IN RESPECT OF CONSERVATION WORKS TO WAR MEMORIALS (para 9) -

The Member present was informed that this item had been withdrawn.

V TUMILTY

CHAIRMAN