

Report of Service Improvement Officer

Report to Chief Officer Culture and Sport

Date: 21st March 2018

Subject: The approval to call off from the ESPO framework 345 to award a contract for the supply, installation and maintenance of cardio vascular equipment for LCC Leisure Centres for the period from 1/6/2018 to 31/1/2019

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

1. The contract DN208146 to supply cardiovascular and strength equipment is due for renewal on 6th April 2018. The current supplier are 'Technogym UK Ltd'
2. Members of the Sport and Active Lifestyles senior management team and colleagues who work specifically within the fitness side of the business, have discussed and reviewed procurement options in order to identify the best option for the service
3. Following research of the market and consultation with members of the Council Projects and Procurement Unit, the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** was identified and will provide all the requirements of this contract.
4. A full review of the framework has been undertaken and demonstrated that it meets the service needs. Using an existing framework will also provide value for money and save on resources.

Recommendations

5. The Chief Officer Culture and Sport is requested to give approval to call off from the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** for 'The supply, installation and maintenance of cardio vascular equipment for LCC Leisure Centres for 1/6/2018 to 31/1/2019.

1. Purpose of this report

- 1.1 The purpose of this report is to request permission from the Chief Officer Culture and Sport to give approval to call off from the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** for LCC Leisure Centres for the period from 1/4/2018 to 31/1/2019'.

2. Background information

- 2.1 Contract DN208146 for the supply of cardiovascular and strength equipment to Leeds City Council Leisure Centre gyms, is due for renewal on 6th April 2018.
- 2.2 This equipment forms an essential part of the LCC gym provision. The supply and maintenance of new equipment is deemed to be necessary in order to stay in competition with the private sector and maintain income levels.
- 2.3 After researching the market and consultation with members of the Council Projects and Procurement Unit, the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** provides all the requirements of this council and provides Value for Money.
- 2.4 The Council's procurement and project unit (PPPU) have been made aware that a new formal agreement is required and will provide support and guidance throughout the procurement process.
- 2.5 The ESPO framework is fully compliant with OJEU and has been ratified by the procurement legal team.

3. Main issues

- 3.1 The contract for the supply of cardiovascular and strength equipment is up for renewal on 6th April 2018.
- 3.2 The Members of the Sport and Active Lifestyles service aim to have the new contract in operation from **4th June 2018**.
- 3.3 The current ESPO framework 345 agreement runs out on January 31st 2019 so it is not possible to extend the length of this agreement. The new ESPO framework details are yet to be revealed. These will be monitored ahead of the current contract coming to an end and action will be taken accordingly to ensure the continuation of service.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation has been undertaken with senior and operational members of the Sport and Active Lifestyles fitness, facilities and service improvement teams.
- 4.1.2 As this will be a high value procurement, a representative from the Sport and Active Lifestyles team has met with the category manager for the Projects and Procurement Unit to discuss the procurement route, and they will be supporting the service throughout the procurement process.
- 4.1.3 The Deputy Leader of the Council with portfolio for sport has been consulted on the request to tender for this contract,

4.2 Equality and diversity / cohesion and integration

4.2.1 The specification contains requirements for equipment to be suitable for all users with specific considerations for disabled customers and young adults. A copy of the Equality Impact Assessment can be found as Appendix 1 attached to this document

4.3 Council policies and best council plan

4.3.1 This project will impact upon the strategic priorities of Leeds 2030: Vision for Leeds 2011-2030:

- Leeds's economy will be prosperous and sustainable. Leeds will be a city that has a world-class cultural offer and built on its strengths in financial and business services, and manufacturing, and continued to grow its strong retail, leisure and tourism, health and medical sectors, and its cultural, digital and creative industries;
- All Leeds's communities will be successful: Our communities will thrive and people will be confident, skilled, enterprising, active and involved. To do this Leeds will be a city where healthy life choices are easier to make and local cultural and sporting activities are available to all.

4.4 Resources and value for money

4.4.1 The costs of the equipment will be met by the service's capital expenditure budgets and financed through approved leasing.

4.4.2 The use of the pre-approved national ESPO framework will reduce the Council's staff time and costs associated with a full procurement process.

4.4.3 We have benchmarked the equipment prices within the industry and we have found that the ESPO framework prices are competitive within the market and from previous tender contracts and therefore provide the council with value for money.

4.5 Legal implications, access to information, and call-in

4.5.1 The contract value is estimated to be £210,666 over the 8 months of the duration of the current framework years and therefore considered a key decision the call in process with therefore apply

4.5.2 The ESPO framework is fully compliant with OJEU and has been ratified by the procurement legal team.

4.5.3 The call off from the ESPO Framework 345 will be subject to call in under the council's constitution

4.6 Risk management

4.6.1 The risk of not following the recommendations outlined in this report are that the equipment will break down and there will be no structure in place to replace. The subsequent lack of provision is likely to affect the ability of the service to continue to retain and recruit new members.

4.6.2 Should the successful provider not be able to fulfil the requirements of the service, then other suppliers are available if required.

5. Conclusions

- 5.1 The Chief Officer Culture and Sport is requested to approve calling off from the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** for Leeds City Council's leisure and wellbeing centres.

6. Recommendations

- 6.1 The Chief Officer Culture and Sport is requested to approve calling off from the **ESPO framework 345 'Fitness equipment (supply, delivery, installation & maintenance)** for LCC Leisure Centres for the period from 1/6/2018 to 31/1/2019'.

7. Background documents¹

- 7.1 Equality Impact Assessment (EIA) – Appendix 1
- 7.2 Project Impact Assessment (PIA) – Appendix 2

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.