

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 30/4/2019	Ref No: 1921
Type of Operational Decision:	
Executive Decision <input checked="" type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Acceptance of tenders for the contract to replace the rebound boards at Castle Leisure Centre on grounds of health and safety	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No

Details of Operational Decision Taken [with reasons]:

An opportunity inviting qualified 'Economic Operators' to Tender was placed on the procurement portal, The Chest in accordance with Contract Procedure Rule 4.1 with 3 organisations submitting bids by the required closing date.

Following evaluation and scoring of the submitted tenders it is recommended that:

Sportsafe UK LTD

2 Moorside
Eastgate
Colchester
Essex CO1 2TJ

Is accepted as the supplier providing best overall value to the Council in the sum of **£13,984.50**. Funding for this has already been set aside for this within the Leisure Reserve.

Please see the attached supporting document for further details.

Rationale for purchase.

The existing rebound/dividing boards are over 10 years old and have been moved/repositioned at least 4 days per week over this period. The boards are heavy and cumbersome.

Whilst temporary repairs have been made where necessary, this is no longer a viable option. The boards themselves have holes and visible damage to them which affect the integrity of the structure. On the board attachments, the metal fittings have twisted rendering them unsafe as the boards can no longer fit securely, therefore more prone to being dislodged during use i.e. 5 a side football.

If dislodged during use there is potential of serious harm to customers as the board serves as a barrier between various sporting activities.

Floor anchor points are also no longer fit for purpose, resulting in significant movement of the boards from the base upwards.

The wheel mechanisms are showing signs of significant wear and tear which impacts on the transport of the board – damaging the floor and posing a manual handling risk for management and staff.

Video attached.



VIDEO-2019-04-30-13-20-12.mp4

Decision taken by:	Signature:	Date:
Assistant Director (Operations)		1 st May 2019

Interim Executive Director - Communities & Wellbeing	<i>J. Coude</i>	17/5/2019
Assistant Director of Finance	<i>SMF</i>	13/5/19
Members Consulted [see note 1 below]		
Cabinet Member/Chair	n/a for acceptance of tenders	
Lead Member	n/a for acceptance of tenders	
Opposition Spokesperson	n/a for acceptance of tenders	
Notes:		
<p>1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.</p> <p>2. This form must not be used for urgent decisions.</p>		

