

Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment



**Framework Period:
1 April 2018 to 31 March 2022**

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Issue No. 13 – 24 August 2021

- The ESPO contact details have changed.

A revised Issue number is allocated to the User Guide each time a supplier or pricing information is updated or an amendment is made to the User Guide. Please visit our website www.espo.org to ensure you have the latest Issue number.

Quick Start Guide

ESPO

Framework 107 Issue 13

Key facts...

Framework ref: 107

Start date: 01/04/2018

End date: 31/03/2022

OBJEU contract notice:
2018/S 013-025949

OBJEU award notice:
2018/S 070-155434



This framework
is available for
use nationally

Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment

Framework scope

This ESPO framework offers customers a quick, simple and competitive route to providing the inspection and maintenance of indoor gymnasium, fitness and sport equipment to the standards required in British Standard Specifications BS 1892 Parts I, II and IV-1986/2003 and BS EN 916:2003. It also covers the inspection and maintenance of outdoor sport equipment (such as football, netball, hockey and basketball goals) and outdoor schools fixed playground equipment, low level, low risk inspection of trim trail equipment, activity play equipment & surfacing equipment as typically found in schools. Inspections intended to be carried out during the same visit as the school's indoor gym/fitness equipment inspection.

An inspection should be carried out at least once a year.

The aim of the service is not only to insure that equipment remains safe to use but also to prolong the life of equipment by regular inspection and renewal of worn parts.

This page is intended to provide you with an overview of what is available. Please refer to the full User Guide for more information.

Who can use this Framework?

The framework is available for use nationally by any public body in the UK including, but not limited to...

- Local Authorities,
- Educational Establishments (including Academies),
- Central Government Departments and Agencies,
- Police, Fire & Rescue and Coastguard Emergency Services,
- NHS and HSC Bodies, including Ambulance Services,
- Registered Charities,
- Registered Social Landlords;

Benefits of using this Framework

- **Quick & easy to use...** This framework is already EU/UK **Compliant** - we've already done the procurement work, so there's no need to run a full EU tender.
- **Service Provider** on the framework was assessed during the procurement process for their financial stability, track record, experience and technical & professional ability, before being awarded a place on the framework.
- **It's free...** You will not be charged for using this framework.
- **Pre-agreed conditions...** No need to worry about what terms & conditions to use, they've been pre-agreed under the framework and underpin all orders.
- **Fantastic Prices...** for example Inspection Visit prices begin from as little as £15.00 per visit + VAT



Further Help or Questions?

Rachel Selwyn-Smith
0788 006 3251
place@espo.org

Quote reference

ESPO framework 107

We would like to hear your feedback on this framework and how you think we could improve it in the future.



What else can ESPO help you with?

This is one of over 200 frameworks that ESPO has established. If you have found this one useful then here are some examples of others that may be of interest:

- **345 – Fitness Equipment (Supply, delivery, installation & maintenance)**
- **115 – Outdoor Playground Equipment (Design, supply, delivery, inspection & maintenance)**

Full details of our framework offer are available on the ESPO website www.espo.org

You will also find a range of sport equipment in the ESPO Catalogue which is available as either hard copy or via our website www.espcatalogue.org

ESPO can also undertake bespoke procurement exercises on your behalf. Please contact us to discuss your requirements.

Service Provider

- Sportsafe UK Ltd

How to use this Framework

Step 1 - Complete the Customer Access Agreement (Appendix 1 of the User Guide) and return it to ESPO.

Step 2 – Complete the Order Form (appendix 2 of the User Guide) and send to the Service Provider or contact them to discuss your requirements.

Step 3 - The Service Provider will contact the Customer direct to arrange a visit.

Please quote ESPO framework reference 107 on all correspondence.

About ESPO and our frameworks

ESPO is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and city council of Peterborough.

We have over 30 years of experience in public sector procurement. All of our frameworks are let in full compliance with UK procurement regulations (and the EU procurement directive).

ESPO is a not for profit, self-funded organisation. ESPO recovers its overheads by means of a retrospective rebate from the suppliers. The rebate levied averages less than 1% of framework turnover.

ESPO's specialist buying teams have extensive experience of providing high quality procurement solutions to the public sector on a nationwide basis.

At ESPO we use our expertise to work with our strong and varied supply chain to bring you the best value procurement solutions possible.

What our customers say...

"Saved time on compiling tender documents, advertising on PCS, evaluating bids and awarding the contract."

"Whenever I did contact ESPO about the framework or questions about the extension period, they answered my questions right away and were very helpful."

"The supplier we awarded or contract to has been extremely helpful to Procurement when we have had any issues/concerns and have worked together to roll out the contract information to Schools and Sports Centres within the Fife area, to arrange the annual inspection dates."

Carrie Tough, Corporate Procurement Buyer, Fife Council.

2. Services available via this framework

The inspection and maintenance of all Gymnasium Equipment will be carried out by the Service Provider to the standards required in British Standard Specifications BS 1892 Parts I, II and IV-1986/2003 and BS EN 916:2003. The aim of the service is not only to ensure that equipment remains safe for use, but also to prolong the life of equipment by regular inspection and renewal of worn parts.

The following services are available from the Service Provider:

- Inspection And Routine Maintenance For Education / Non Commercial Sites
- Repairs
- Inspection And Routine Maintenance of Fitness Equipment - for local authority, emergency services and commercial style education gyms (i.e. heavy usage and robust, high grade equipment)
- Inspection And Routine Maintenance of Trim Trail Equipment, Activity Play Equipment & Surfacing and Outdoor Sports Equipment for Schools

Scope of Maintenance – Indoor and Outdoor

The service provider will carry out inspection and maintenance in accordance with a detailed specification set out by ESPO. This includes inspection and reporting on trampolines, climbing walls and fitness equipment (cardiovascular and strength). Maintenance of trampolines and trampettes includes traditional school gym equipment, replacement of nominal worn parts such as floorguards and hooks.

In addition, inspection and maintenance of outdoor sports equipment and schools fixed playground equipment (low level, low risk) in conjunction with the indoor inspection is also available.

Included in the prices are all labour, travelling expenses, checking, tightening, lubricating and replacement of minor parts (rubber pads, florguards, safety pins, wires, bolts, etc.) necessary to maintain suitable standard of working order and safety.

The service provider will complete a report that would be left on the customer's site following a service and provide a certificate for display purposes.

Service Arrangements

The Service Provider will visit establishments only after confirming a convenient time with the customer as maintenance becomes due following the previous annual inspection. On completion of the inspection an invoice will be sent to the customer quoting **ESPO Framework 107**. Where additional work is required, the customer will need to issue a separate official order number. (This procedure may be varied to cater for local and internal arrangements)

In order to provide a service at the prices shown the service provider will carry out work on a rotational basis.

Major Repairs to Equipment

The contract is primarily designed to offer an inspection and maintenance service for your gymnasium/fitness equipment.

This means that as well as providing the reassurance that equipment remains safe to use, minor work (such as the examples provided under Scope of Maintenance) will also be carried out within normal contract prices.

For some items, however, more major repairs will inevitably become necessary in order to keep them safe and useable. Re-covering of vaulting boxes (etc.) and replacement of trampoline webs and springs are two examples. The contractor is able to carry out such work for you, but this is NOT included in the routine charges shown on the following pages. Whenever such work is reported as necessary the contractor will be pleased to give you a specific quotation before you authorise any repairs. Costs of some of this type of repair are included in this user guide.

3. Service Provider Information

Service Provider Contact Details including Geographical Coverage

When communicating with service provider please refer to **ESPO framework 107** in all correspondence.

Service Provider	Contact Details	Geographic Coverage
Sportsafe UK Ltd 2 Moorside Eastgates Colchester Essex CO1 2TJ	Contact: Claire Hunt Telephone: 0333 300 0032 ext. 698 Email: chunt@sportsafeuk.com or sales@sportsafeuk.com Web: www.sportsafeuk.co.uk	National

4. Pricing Information

Pricing excludes VAT but includes all labour, travelling expenses, checking, tightening, lubricating and replacement of minor parts (rubber pads, floorguards, safety pins, wires, bolts, etc.) necessary to maintain suitable standard of working order and safety. The pricing may be subject to change within the period of the framework.

TABLE A - INSPECTION AND ROUTINE MAINTENANCE FOR EDUCATION / NON COMMERCIAL SITES		
Item No.	Type of Establishment	Cost of Inspection and Routine Maintenance Visit Cost Per visit and per Gymnasium/Hall Excluding VAT
1	Nursery Schools or departments of such schools with portable equipment only	£32.00
2	Special Schools with both fixed and portable equipment	£39.00
3	First and Infant Schools or departments of such Schools with portable equipment only	£32.00
4	First, Middle, Infant, Junior and Primary Schools or departments of such schools with fixed and portable equipment	£39.00
5	Sports Halls to be visited in conjunction with Secondary, Comprehensive and High Schools, having netting and suspension and fixed equipment - excluding Trampolines	£75.00
6	Secondary, Comprehensive and High Schools having purpose made gymnasia or halls equipped as gymnasia with fixed and portable apparatus - excluding Trampolines	£75.00
7	Local Authority Leisure Centre Sports Hall with Fixed and portable apparatus – excluding Trampolines	£90.00
8	Trampoline inspection	£35.00
9	Table-tennis table inspection	£10.00
10	High Level (roof level) Inspection- Schools- (inspecting spotting rigs, net tracking, downward folding basket- ball nets)- 2 men and a high tower	£390.00
11	Extra charge for Climbing Walls if applicable	Free of charge if already on site
12	Interim call-out charge (if one is applicable) in addition to normal routine maintenance and repair visits i.e. the cost of visiting a site in isolation rather than on a day when a number of sites in the same area can be scheduled.	£0.00
13	Call out for repair service required within 24 hrs	No additional cost
14	Call out for repair service required within 48 hrs	No additional cost
15	Call out for repair service required over the weekend	No additional cost
16	Call out for repair service required over Bank Holiday	No additional cost

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TABLE B - REPAIRS

Item No.	Type of Repair/Replacement	Cost of Repair Excluding VAT
17	Replacement ropes for handrings and trapeze ropes - per foot	£3.90
18	Re-making rope ladders with new rungs - per rung	£10.00
19	Re-making rope ladders with existing rungs - per rung	£3.45
20	Replacement 13mm web bed for 77A trampoline - each	£745.00
21	100 steel springs/cables for 77A trampolines - set	£190.00
22	Vaulting boxes with hide tops - each	£90.00
23	Vaulting boxes with vinyl tops - each	£56.29
24	Vaulting buck - each	£110.00
25	Vaulting horse- each	£155.00
26	Wooden frame benches - each	£56.29
27	Metal frame benches - each	£56.29
28	Carpet covered balance beams	£90.00
29	small - each	£39.00
30	medium -each	£44.00
31	large - each	£49.00

TABLE C - INSPECTION AND ROUTINE MAINTENANCE OF FITNESS EQUIPMENT FOR LOCAL AUTHORITY, EMERGENCY SERVICES AND COMMERCIAL & NON-COMMERCIAL STYLE EDUCATION GYMS

Item No.	Fitness Equipment Servicing. Excluding VAT	
32	Charge for Fitness Suite / Cardiovascular and Strength equipment if inspected in conjunction with other School gymnastic equipment up to 4 pieces of equipment.	£57.00
33	Cost per visit for Fitness Suite / Cardiovascular and Strength equipment in isolation i.e. not in conjunction with other gymnastic equipment up to 4 pieces of equipment.	£70.00
34	Standard Cost for a Scheduled General Inspection Visit (i.e. a non-urgent visit that can be scheduled in by the supplier)- up to 8 pieces	£127.50
35	Standard Cost for a Scheduled General Inspection Visit (i.e. a non-urgent visit that can be scheduled in by the supplier)- up to 16 pieces	£208.25
36	Standard Cost for a Scheduled General Inspection Visit (i.e. a non-urgent visit that can be scheduled in by the supplier)- up to 24 pieces	£306.00
37	Standard Cost for a Scheduled General Inspection Visit (i.e. a non-urgent visit that can be scheduled in by the supplier)- up to 48 pieces	£612.00
38	Standard Cost for a Scheduled General Inspection Visit (i.e. a non-urgent visit that can be scheduled in by the supplier)- up to 60 pieces	£765.00
39	Standard Cost for a Scheduled Call out (i.e. a non-urgent visit that can be scheduled in by the supplier)	£30.00

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40	Interim Call Out Charge where an Urgent Visit is required. For example to repair a specific piece of equipment in isolation from the general inspection.	£30.00
TABLE D - INSPECTION AND ROUTINE MAINTENANCE OF TRIM TRAIL EQUIPMENT, ACTIVITY PLAY EQUIPMENT & SURFACING AND OUTDOOR SPORTS EQUIPMENT FOR SCHOOLS		
Item No.	Item Description	Inspection of trim trail equipment, activity play equipment and surfacing in infant, middle and junior schools, to be carried out at the same visit as an indoor equipment inspection. Excluding VAT
41	Standard Cost for a Scheduled General Inspection Visit	£45.00
42	Interim Call Out Charge where an Urgent Visit is required	£0.00
		Inspection of outdoor sports equipment (e.g. football netball, basketball, hockey goals, artificial pitch equipment etc.) in infant, middle and junior schools, to be carried out at the same visit as an indoor equipment inspection. Excluding VAT
43	Standard Cost for a Scheduled General Inspection Visit	Free of charge if completed at the same time as item 41 above
44	Interim Call Out Charge where an Urgent Visit is required	£0.00
		Inspection of outdoor sports equipment (e.g. football netball, basketball, hockey goals, artificial pitch equipment etc.) in infant, middle and junior schools, to be carried out at the same visit as an indoor equipment inspection. Excluding VAT
45	Standard Cost for a Scheduled General Inspection Visit	Free of charge if completed at the same time as item 41 above
46	Interim Call Out Charge where an Urgent Visit is required	£0.00
		Inspection of outdoor sports equipment (e.g. football netball, basketball, hockey goals, artificial pitch equipment etc.) in Secondary, Comprehensive and High Schools, to be carried out at the same visit as an indoor equipment inspection. Excluding VAT
47	Standard Cost for a Scheduled General Inspection Visit	£45.00
48	Interim Call Out Charge where an Urgent Visit is required	£0.00
		Inspection of outdoor sports equipment (e.g. football netball, basketball, hockey goals, artificial pitch equipment etc.) in Local Authority Leisure Centres, to be carried out at the same visit as an indoor equipment inspection. Excluding VAT
49	Standard Cost for a Scheduled General Inspection Visit	£40.00

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50	Interim Call Out Charge where an Urgent Visit is required	£0.00
		Fixed Table Tennis standalone (no other outdoor equipment inspected)
51	Standard for Cost for a Schedule General Inspection	£9.00

5. How to place an order

Step 1

By reference to www.espo.org check you have the latest issue of the User Guide.

Complete the Customer Access Agreement (see Appendix 1) and send it to ESPO who will counter sign the agreement and return it to you.

This doesn't commit you to anything, but should you go ahead and use the framework it will form part of your own audit trail, helping to evidence the fact that you are procuring using the framework, and are therefore exempt from undertaking time consuming EU-compliant advertising and supplier vetting.

Step 2

Contact the service provider direct and place your order, quoting ESPO Framework 107. You will be entering into the terms in the framework agreement with this service provider.

An example call-off order form is included at Appendix 2 for you to use.

Ensure you receive confirmation from the service provider of the quoted prices for your specific order requirements.

Step 3

Upon receiving service from the service provider complete the Confirmation of Award Form (see Appendix 3) and send it to ESPO.

This will allow ESPO to monitor the spend being put through to suppliers under the framework agreement.

6. Managing the Framework

As this is a framework from which customers can call off direct with the service provider, ESPO will not be involved in the day-to-day management of the service provider and the solutions and services they provide. ESPO will however be closely monitoring the progress and performance of the arrangements throughout the entire duration of the framework to ensure that customers' needs are being adequately met.

It is important therefore that each time the framework is used, customers contact ESPO to advise when and for what the framework is being used, using the Customer Access Agreement and Confirmation of Award Forms described above. This will also enable ESPO to put customers in touch with each other (by mutual agreement) where similar requirements exist, to get references, feedback and information.

In monitoring this contract, any feedback you wish to provide should be sent to the ESPO buyer named in the contact details on [page 3](#) of this document.

7. Background to the Procurement

How ESPO established the framework

ESPO has established the terms and conditions which will apply to any call-off arrangements by customers during the period of the framework. ESPO reserves the right in exceptional circumstances to vary the composition of the framework. For example if a supplier fails significantly to perform as required it may be removed.

A formal notice inviting expressions of interest from potential suppliers was published in the Official Journal of the European Union (or 'OJEU') in January 2018 (OJEU ref 2018/S 013-025949. The corresponding award notice is OJEU ref 2018/S 070-155434.

The procurement process adopted by ESPO was based upon the Open tendering procedure as detailed in the Public Sector: Directive 2004/24/EU).

A detailed and thorough evaluation of the tenders that were submitted was completed by officers of ESPO. The objective of the procurement was to appoint a service provider who will provide high quality inspection and maintenance services to ESPO customers.

Evaluation Scheme for the framework

The evaluation involved two stages, selection and award; those offers that met the selection criteria were then scored against the award criteria.

The selection criteria included assessment of the following; compliance of bid, financial standing, insurance levels, experience and references, quality, environmental and health & safety procedures, business continuity plans, compliance with contract regulations and compliance with the terms and conditions.

The award criteria were divided into two areas; price and non-price and the specific weightings used were as follows:

- **Price 50%**
- **Non-Price 50%**

The total price score added to the non-price score gave the grand total of points and a position on the framework was awarded to the highest scoring bidder.

Framework documentation

If you, or your procurement or legal advisors, wish to know anything about the documentation we used in setting up the framework please contact the ESPO Buyer named on [page 3](#).

Period of the framework & right to extend

This framework commenced on 01 April 2018 and will be in place until 31 March 2022.

Please note that the duration of the individual contracts awarded under the framework should not be longer than four years. The length of the call-offs should be appropriate for the goods and/or services in question, in line with value for money. It may be necessary for individual call-offs, awarded during the period in which the framework is in operation, to continue beyond the end of the framework arrangement. This should not be done in order to circumvent the rules – for example, it would be difficult to justify awarding a call off for 12 months just before the end of the framework agreement, where the normal length for such call-offs is one month.

Contractual Structure

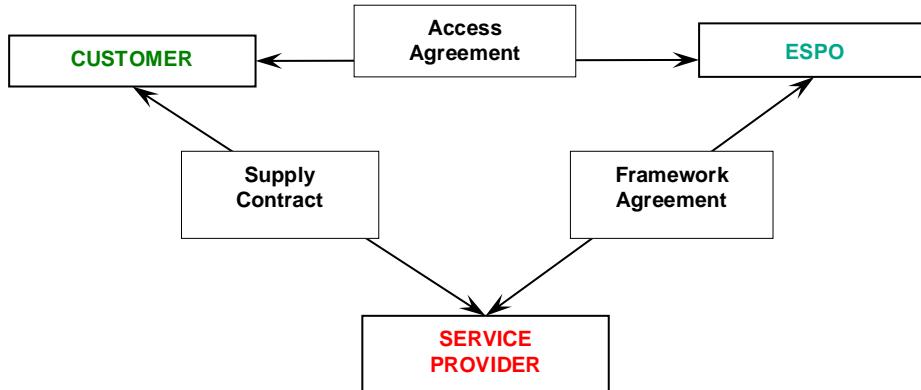
A body wishing to procure using the framework (the Customer) will enter into a contract for the provision of inspection and maintenance of indoor gymnasium, fitness & sport equipment and outdoor schools play & sport equipment based on the pre-agreed terms and conditions of contract. A copy of these is included in Appendix 4.

Whilst these pre-agreed terms and conditions may be amended by customers conducting a further competition; any such amendments must not vary substantially from the original terms agreed and must be communicated to suppliers on the framework at the start of the further competition process, i.e. when the Invitation to Tender is issued.

It is anticipated that day to day transactions (including undertaking further competitions, the appointment of suppliers and delivery of and payment for services) will all be conducted directly between the customer and supplier.

The contract structure diagram shown at Fig.1 illustrates the relationship between the parties to the arrangement.

Fig.1





CUSTOMER ACCESS AGREEMENT

ESPO Framework Agreement

107 Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment

TO BE COMPLETED BY THE CUSTOMER

Before conducting any activity under this ESPO framework, please complete this form in BLOCK CAPITALS and return it to ESPO.

AGREEMENT: I confirm that the organisation detailed below wishes to access the above-mentioned ESPO framework agreement, and that in doing so will act in accordance with the guidance and instructions set out in the relevant ESPO User Guide, and in accordance with the Public Contracts Regulations 2015.

Signature:	
Date:	
Name of person signing this form:	
Position:	
Name of school, authority, council, etc.:	
Address:	
Telephone:	
E-mail:	
Which service do you require?	

To return this form, please post it to:

place@espo.org

ESPO ACKNOWLEDGEMENT (TO BE COMPLETED BY ESPO)

Name:	
Signature:	
Position:	
Date:	

APPENDIX 2



ESPO Framework Agreement

107 Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment

(PURSUANT TO A FRAMEWORK AGREEMENT BETWEEN ESPO AND SPORTSAFE UK LTD

DATED 01 APRIL 2018 ("the framework agreement"))

Customer Establishment Name:		Customer Contact Name:	
Customer Service Delivery Address:		Customer Invoice Address:	
Telephone Number:		Fax Number (if required):	
Email Address:		Customer A/c Number: (if applicable)	
Customer Order Number:		Date:	
Service Provider Name:	SPORTSAFE UK LTD	Service Provider Address:	2 Moorside, Eastgates Colchester Essex CO1 2TJ

Item No	Qty	Description of Service	Preferred Date of Visit	Price
				£
				£
				£
				£
				£
				£
Total Price (ex VAT)				£

Please return the order form by email to sales@sportsafeuk.com, or by fax on **01206 795284**.

APPENDIX 3



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CONFIRMATION OF AWARD

ESPO Framework Agreement

107 Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment

TO BE COMPLETED BY THE CUSTOMER:

I confirm the details of the following award of contract under ESPO framework agreement ref 107 to Sportsafe UK Ltd:

Name of Client Organisation:

Address:

Name of person signing this form:

Signature:

Date:

Position:

Telephone:

E-mail:

Description of service procured:

Value of Award:

Date of Award (or period of award if you are commissioning a service to be provided over a period of time):

Savings achieved:

Benefits you gained by using the framework

Are you happy to be contacted by ESPO to discuss your experience of using the framework?

YES

NO

To return this form, please email it to: place@espo.org

ESPO ACKNOWLEDGEMENT (TO BE COMPLETED BY ESPO)

Name:

Position:

Signature:

Date:

APPENDIX 4



Framework 107 - Indoor & Outdoor Sport Equip. Maintenance Issue 13

CALL-OFF AGREEMENT

ESPO Framework Agreement 107 – Inspection & Maintenance of Indoor Gymnasium, Fitness & Sport Equipment and Outdoor Schools Play & Sport Equipment

A copy of the Call-off terms are available from the ESPO buyer on request. A copy of these order terms should be included with any call-off order placed with a service provider on the framework.