

Councillor A Porter
C/o Leadership Support Team
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Email : kcharles@tendringdc.gov.uk
Our ref : KC/0000025/1

23rd January 2023

TDC Sports Facilities, Servicing & Compliance Contracts

Dear Cllr. Porter,

As you are aware, TDC Sports Facilities (Clacton Leisure Centre, Walton-on-the-Naze Lifestyles & Dovercourt Bay Lifestyles) have been investigating ways in which the facilities can become more efficient & effective whilst managing our budgets. Centre Managers identified five key areas where Contractors could complete works under a single Contract across all three Sports Facilities. The Centres currently utilise multiple contractors completing differing works across TDC's three Sports Facilities. Amalgamating these would then make the Management of Contractors easier & would enable savings by grouping work together.

The Procurement Department at Essex County Council were consulted regarding the best way to procure services. An RFQ process was subsequently completed for Legionella Control, Electrical Compliance, Air Conditioning, Heating & Air Handling, and Pool Plant Maintenance. These are the main five areas where Sports Facilities could see saving by grouping works together under a single contract & this would also enable Centre Managers to ensure a set standard of compliance across all sites.

Please see the table below for costings over an annual & three-year basis, which is the contractual period;

Service/ Maintenance	Contractor Details	Cost £ Year 1	Cost £ Year 2	Cost £ Year 3	Total £ Over 3 Year Period
Legionella Control	Concept	11,606.50	12,186.82	12,793.17	36,586.49
Pool Plant Maintenance	Sterling Hydro- tech	15,072	15,072	15,072	45,216
Electrical Compliance	Tendring Telecoms & Security Systems	20,485	20,685	26,885	68,055
Heating & Air Handling Compliance	Lindsey Heating	8,449.40	8,534.79	8,622.74	25,606.93
Air Conditioning	Lindsey Heating	2,624	2,624	2,624	7,872
Total Costs Per Year/		58,236.90	59,102.61	65,996.91	183,336.42

Over three years				
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It should be noted that the revenue budgets fully fund this for each centre, and contracts will start from 1st April 2023. The total cost per year is indicated above. However, TDC has the opportunity to extend these contracts by +12Months / +12Months, equating to an additional 24 months. Costings have been received from successful Contractors on this basis.

Please note that successful Contractors have all been informed that, although TDC currently operates the Sports Facilities, this could change in the future. All successful Contractors have acknowledged this information and can be flexible in their approach should this need to be explored. It should be noted that they have advised that they would like the contractual amounts to remain the same for the length of the contract.

Improving the compliance of our buildings will subsequently enhance the customer experience at our Sports Facilities with equipment fully serviced, leading to less service downtime. Additionally, it will continue to meet compliance under HSE standards. Finally, over time it should help decrease reactive maintenance overall allowing the Centre Managers to manage budgets and a scheme of Planned Preventative Maintenance works more comprehensively, gathering information from Contractors & acting upon findings.

If you agree with the award and entering into contract with Concept, Sterling Hydro-tech, Tendring Telecoms & Security Systems and Lindsey Heating, then I should be grateful if you would sign and return the concurrence below.

Yours sincerely

Kieran Charles, BA Hons, MCIMSPA
Head of Sport and Leisure

Dear Kieran

I refer to your letter dated 26th January 2023 requesting my approval to award and enter into a contract for TDC Sports Facilities, Clacton Leisure Centre, Walton-on-the-Naze Lifestyles & Dovercourt Bay Lifestyles for Servicing/ Compliance of Legionella Control, Pool Plant Maintenance, Electrical Compliance, Heating/ Air Handling Compliance & Air Conditioning Compliance for the amount of £183,336.42 over three years, which will be funded from the revenue accounts for the centres.

- I concur / do not concur with the use of these funds for the purpose described above.

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Councillor Alex Porter
Portfolio Holder for Leisure and Tourism

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Dated

- Please delete as appropriate

Additional comments (if not concurring)