

**Armagh City, Banbridge and Craigavon Borough Council**

**Specification**

**Provision of Fitness (Gym) Equipment and Related Services**

**across Armagh City Banbridge and Craigavon Borough Council Area**

**Project Ref: CfT\_ 2337735**

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# BACKGROUND

1.
2. The Council’s Requirements
3. Armagh City Banbridge and Craigavon Borough Council (hereinafter called ‘the Council’) requires a Service Provider to provide:
* design and installation of gym equipment;
* Training; and
* maintenance and support for gym equipment above.
1. The intent of these new contracts is to create a close working relationship between the Service Provider(s) and the Council. The Service Provider(s) is expected to deliver services in line with the contract specifications and to provide proactive, effective and innovative contributions to improve the services in terms of quality while applying a cost-effective solution to the Council.
2. In order to summarise the Council’s expectations, the following schedule provided below sets out the Service Provider’ primary objectives from the contract start dates:
* The gym equipment for each facility is delivered and installed in a timely manner. Details are provided later in this Specification;
* The design and equipment proposed exceeds the standards expected by the Council, its Members and more importantly the centre members and the Council’s ratepayers;
* The Service Provider will deliver pro-active and reactive maintenance for gym equipment throughout the life of the contract;
* Detailed and high-quality training is provided to staff at the time of installation, post installation and again regularly throughout the life of the contracts.
* Removal and trade-in of existing gym equipment;
* The ability to meet the expected response time for machine failure callouts (within 48 hours) at least 95% expected first time fix; and
* Any additional benefits offered at no additional costs.
1. Vision of Service Level

Whether measured by reference to the quality of equipment, design, delivery of maintenance, staff training, technology and management information, innovation or flexibility, the Council requires that the Service Provider embeds a culture of quality in all facets of this contract as expected by all users.

1. Finance

Throughout this specification, Service Providers will have noted the reference to on-going financial pressures within public services and the Council’s responsibilities around securing Value for Money for its ratepayers. A Service Provider must demonstrate a realistic approach to the budgetary pressures that exist within public sector contracts.

The Council has approved a budget for this contract of up to a maximum of £1,400,000 (exclusive of VAT) plus the trade-in value of gym equipment. Details of the fitness equipment which will be available for trade-in are attached at Appendix 1.

This budget is to cover:

* all elements of the contracts including the replacement of the gym equipment, installation, removal of trade-in equipment, training, maintenance and support of same, and
* wall graphics, decorating and floor coverings, where specified

over the life of the contract i.e. 5 years.

1. Background to the Council
2. The Review of Public Administration (RPA) was formally launched in June 2002 with terms of reference that reflected a need to reorganise the administrative architecture of Northern Ireland with its unique system of devolved government. While the original goals were far-reaching, RPA has become synonymous with the amalgamation of local authorities. Following the completion of the report and its recommendations, eleven new councils have been in place since April 2015.
3. The old Armagh City and District Council, Banbridge District Council and Craigavon Borough Council were therefore replaced. The first elections to the authority were on 22 May 2014 and it acted as a shadow authority, before the Armagh, Banbridge and Craigavon district was created on 1 April 2015.
4. Local councils are responsible for a wide range of service areas from general services such as waste collection, planning, roads, local economic development, local tourism and heritage. One of the services is to provide sports, leisure services and recreational facilities, parks, open spaces and playgrounds and community centres. It is Northern Ireland government departments who are responsible for education, roads, water, transport, health, agriculture, finance etc.
5. The Council carries out its work in committees of which it has 6. It is through the Leisure and Community Services Committee that permission has been granted to undertake this procurement. The Committee acts in a strategic capacity helping to set the direction and make recommendations to the council in relation to:
* **Leisure**
	+ Matters relating to indoor and outdoor leisure facilities including matters relating to the use of parks and open spaces;
	+ Matters relating to the strategic operation of Play and the provision of Play facilities;
	+ Matters relating to Sports development including review of arrangements and programmes;
	+ Harmonisation issues and development of an overall pricing strategy for 2016;
	+ Matters relating to facility and overall service development;
	+ Matters relating to sub regional and regional policy development;
	+ Service continuity, continued harmonisation of practices and the design of new service delivery arrangements and standards;
	+ The review and development of regional or sub regional opportunities for shared service delivery and partnership working.
* **Community**
	+ Matters relating to the operations and development of PCSPS;
	+ Matters relating to the operation and strategic direction of community facilities, services and programmes;
	+ Matters relating to the Good Relations strategy and action programme;
	+ Service continuity, continued harmonisation and the design of new service delivery arrangements.
1. The business area which has responsibility for the operations of leisure and community centres across the borough is Health and Leisure. Within this business area staff undertake a number of roles such as managerial, administrative, operation roles including gym attendance.
2. Currently the business area divides its responsibilities into two distinct sections which are:
* Indoor Leisure; and
* Outdoor Leisure.
1. This contract will be managed by Indoor Leisure applying the following key drivers:
* Quality of equipment and services;
* Value for money; and
* Accountability and transparency.
1. About the Area
2. The Council is situated in Northern Ireland, south- west of Belfast and covers an administrative area of 1.502km2. The area stretches from south of Lough Neagh and it is surrounded by the councils of Lisburn & Castlereagh, Newry, Mourne & Down and Mid Ulster and borders at its most south-westerly side with Ireland.
3. The latest official population figures are from the 2011 Census which showed a population of 199,693 in Armagh City, Banbridge and Craigavon Borough, making up 11.0% of Northern Ireland’s population. The borough is the second largest council after Belfast.
4. The Borough is made up of seven District Electoral Areas: Armagh, Banbridge, Craigavon, Cusher, Lagan River, Lurgan and Portadown. According to the 2011 Census, Lurgan was the largest district electoral area in the Borough (34,939) and Lagan River the smallest (22,991).
5. During 2017 there were over 1.9m visitors to the Borough. The most popular attraction in the Borough in 2017 was Kinnego Marina with just over 430,000 visitors, followed by Lough Neagh Discovery Centre (over 128,000 visitors) and Tannaghmore Rare Breeds Animal Farm (over 118,000 visitors). In terms of parks and green spaces, the most popular was Lurgan Park with over 700,000 visitors in 2017.
6. The age profile of the Borough in the 2011 Census showed 22.1% were aged 15 and under, 64.0% were aged 16 to 64 and 13.8% were aged 65 and over. The proportions for Northern Ireland were 20.9% aged 15 and under, 64.5% were aged 16 to 64 and 14.6% were aged 65 and over.
7. Mid-year population estimates for 2017 show the population of Armagh City, Banbridge and Craigavon Borough has increased to 211,898, making up 11.3% of the Northern Ireland population.
8. The proportion of those aged 65 and over has increased to 15.2% in 2017 (compared to 13.8% in 2011 Census). Those aged 15 and under make up 22.4% of the Borough’s population and 16 to 64-year olds 62.4%.
9. Figures for Northern Ireland overall in 2017 show 20.9% of the population aged 15 and under, 62.9% aged 16 to 64 and 16.2% 65 and over[[1]](#footnote-1).
10. Corporative Objectives of Indoor Leisure
11. The Council has a number of key corporate strategies including:
* Corporate Plan 2018-2023;
* Equality Action Plan -2018-2019.

The key corporate objectives relative to indoor leisure are to “support improved health and well-being outcomes” as well as “transform and modernise the Council, providing accessible as well as value for money services”.

1. The Council will achieve these objectives by:
* Promoting increased levels of physical activity;
* Develop targeted programmes to support improved health and well-being outcomes; and
* Consider operating model for indoor leisure to drive efficiencies.
1. To achieve the objectives set out above within indoor leisure, officers have conceptualised the desired outcomes that could be achieved within this term of Council which is summarised below:

By 2020, Indoor Leisure services should have an established sub-brand that should include:

* A consistent service proposition across all of our indoor leisure facilities;
* A consistent look and feel for all of our facilities;
* A single pricing strategy;
* Increased number of users and members;
* Increased variety of programmes available;
* Citizen focused service with improved customer engagement;
* Modern infrastructure across the estate; and
* Improved use of technology.
1. The associated strategic and operational objectives of the contract are:
* **Objective 1**: To create modern and more user-friendly health and fitness facilities and to be considered the best Health and Fitness product in the local area;
* **Objective 2**: Through the design and equipment provide a consistent service proposition across all our indoor leisure facilities which maximises space for engagement and interaction with members and users (development of community, health and fitness hubs);
* **Objective 3**: Offers a space in terms of design and equipment which will be relevant into the future;
* **Objective 4:** To offer equipment which provides digital connectivity for users and members, creating challenges, demonstrate progress, and provides support;
* **Objective 5:** Improves member and customer analytics e.g. usage, increase number of members, penetration, segmentation etc. for communication and marketing; and
* **Objective 6:** To ensure that the contract is delivered in line with the Council’s budgetary and Value for Money constraints.
1. About the Leisure Centres
2. The Council owns, operates and manage dedicated leisure facilities across the borough. The names and addresses of the eight leisure centres are detailed below in Appendix 2.
3. The Council approved planning permission to extend and upgrade **Dromore Community Centre** with an investment of £2.4m. The project is underway and will create a more modern, fit for purpose and spacious fitness facility and better utilised space for the local community. Planned improvements to the building include a two-storey extension to accommodate a new fitness suite fitted out with state-of-the-art exercise equipment on the upper floor, with new brick football changing facilities with capacity for four team rooms provided on the ground floor. The existing squash courts will be converted into a dual-purpose mini bowling alley and children’s party and community room.

To accommodate an increased number of visitors, there will be additional car parking spaces provided at the existing locations of the tennis courts and prefabricated football changing facilities.

The existing gym will be used as an additional multi-purpose exercise studio, and works will also be carried out to bring the building, which was built in 1993, up to modern energy efficiency and sustainability standards.

In the facility, the new gym will be located on 1st floor (in the new extension) and the facility has an existing dedicated group cycling studio. At the time of installation, it is anticipated that access to the gym and studio will be via stairs and or lift.

It is anticipated that the centre will be completed by March 2020.

1. The **South Lakes Leisure Centre** (SLLC) is being developed replace the older centres in the borough. These older centres, Waves in Lurgan, Cascades Portadown and Craigavon Leisure Centre in Brownlow. The construction is now well underway, and it is anticipated that SLLC will be ready to open in July 2020. The potential for the new SLLC to be a landmark leisure facility in Northern Ireland, which reflects this ambitious c£35m facility is recognised.

The new build will comprise of:

* 50m main pool (with moveable floor level);
* Fun pool;
* Teaching pool;
* Largest gym in Northern Ireland at 995m sq. m, located on the 1st floor;
* 8-court sports hall suitable for several indoor sports;
* Range of studios including a dedicated spin room (on the 1st floor) and dance studio;
* Open hub space;
* Café;
* Soft play area;
* 2 squash courts; and
* Outdoor watersports adventure centre.

At the time of installation, it is anticipated that the only access to the gym and studio will be via the stairs. This site will have staff based in the gym area.

1. **Gilford Community Centre** provides activities to the local community. It has both indoor and outdoor facilities which include a fitness facility, located on the ground floor. The group cycling studio is located on ground floor.
2. **Tandragee Recreation Centre** offers both indoor and outdoor facilities and includes a 30-station gym (located on the ground floor, split between 2 rooms). The recreation centre also provides both indoor and outdoor facilities including a 3d pitch.
3. **Orchard Leisure Centre** offering a wide variety of leisure and sport activities. In addition to the swimming pools the centre has a number of dry-side facilities including a fully air conditioned, modern gym (located on 1st floor – access will be via a lift and or stairs). There are staff based in the gym area.
4. **Banbridge Leisure Centre** was refurbished in February 2015 and has a fitness suite together with swimming pools and catering facilities. The gym is based on the ground floor. There is no dedicated studio for the group cycling within BLC – the group cycling equipment will be located within a multi-purpose room (located on 1st floor). There are staff based in the gym area.
5. **Rathfriland Community Centre** has a gym (located on the 1st floor) and sports hall and is situated in the same grounds of the local bowling green. Access to the gym is via stairs only. There is no dedicated studio for the group cycling within BLC – the group cycling equipment will be located within the multi-purpose room (located on ground floor).
6. **Keady Recreation Centre** is a dual use project set up in conjunction with St Patrick’s High School to provide a wide range of leisure and recreation facility for the local community and pupils at the school. The gym is located on the 1st floor and access is via stairs only. Service Providers should note that this facility requires resistance equipment only.
7. About our Customers
8. As the Council has responsibility to provide recreation and leisure facilities, each leisure/community centre is open and available to the public. As a result, the members and users range in age from 13 years to 90.
9. Detailed below are details in relation to the current member numbers at the existing leisure/community centres but Service Providers should note that it is the aim of the Council and its staff to increase member numbers going forward:

|  |  |
| --- | --- |
| Leisure/Community Centre | Current Number of members as at June 2019 |
| Dromore Community Centre | 380 |
| SLLC * Waves – 980\*
* Cascades – 900\*
* Craigavon – 330\*
 | 2210 |
| Gilford Leisure Centre | 165 |
| Tandragee Recreational Centre | 183 |
| Orchard Leisure Centre | 1450 |
| Banbridge Leisure Centre | 1700 |
| Rathfriland Community Centre | 185 |
| Keady Recreation Centre | 122 |
| Total | 6395 |

\* Due to the age of these centres, the Council will be closing these centres in line with the opening of SLLC.

1. Given the Council’s drive to improve the health and wellbeing of its inhabitants, the Council requires that the gym equipment is accessible to all.
2. IFI accreditation - The Service Provider(s)s should refer to Paragraph 4 and relevant appendices for specific details on IFI equipment requirements for each site.
3. With the installation of new and modern equipment and to ensure the offering to our members and users is of the highest standard, the Council requires that the Service Provider(s) ensure that appropriate technology is available to cover performance tracking, the ability for staff to understand usage etc. for retention and maximising membership numbers and for entertainment purposes, as is relevant to each gym.

# OVERVIEW OF REQUIREMENT

* 1. General
1. The Council has an on-going programme of facility development underway, with enhanced fitness provisions to be developed initially at:
* The proposed replacement of gym equipment:
* Dromore Community Centre in early 2020 and
* the new South Lakes Leisure Centre (SLLC) in 2020; followed by:
* the proposed replacement of all current gym equipment in 2020 in the following six centres:
* Gilford Community Centre;
* Tandragee Recreation Centre;
* Orchard Leisure Centre;
* Banbridge Leisure Centre;
* Rathfriland Community Centre; and
* Keady Recreation Centre (Resistance Equipment Only Required); and
1. The Council intends to appoint a successful bidder(s) to:
2. Source and install all new gym equipment in 8 centres, as designed and recommended by the Service Provider for each individual gym location. Dromore installation to take place in March 2020, followed by SLLC in April 2020, and 6 other gyms on different dates or same date later in 2020. Keady RC requires resistance equipment only;
3. All staff training prior to and post installation training in use of all equipment provided in all the gyms detailed in i above, from each satisfactory installation date per gym until 31 December 2025;
4. To provide a maintenance and servicing agreement to cover the gym equipment from installation in each gym until 31 December 2025; and
5. To accept ownership of and remove all existing/current Council gym equipment as listed in Appendix 1, just prior to each installation date. The successful Service Provider(s) is required to utilise, or sell on, or safely dispose of, all existing/current Council gym equipment and maximise the proceeds to be applied as a value to reduce the costs to the Council.
	1. Detailed Requirements

The Council requires the Service Provider to:

1. **Develop a design, layout and colour scheme:**

The Council wishes to establish a design that can be replicated across its centres and flexed up and down to suit the various floor space available in each gym.

In addition, the Council has engaged with its leisure staff as to how they see the refresh of their gym sites and as a result the following should be considered and incorporated where possible into the overall design and its modelling for each gym. Details of the staff consultation for each gym is attached at Appendix 3.

The results of the staff consultation are summarised below and as a result the design needs to:

* Assist the Council in increasing the number of members;
* Increase appeal to users and potential users of all ages (from 13 years and up);
* Increase appeal to users with varying abilities including the less able with consideration to the Council’s specific IFI requirements, where stated;
* strike a good balance between CV, resistance, functional, stretch and weights in terms of area and equipment, except as specified for Keady RC;
* reflect the latest fitness and gym design trends;
* Give users a sense of space when exercising but at the same time maximising the number of users at any one time;
* Provide the Council staff with the ability to hold group exercise sessions in the gym areas (this will involve the Service Provider(s)s taking account of the layout and size of each gym site);
* provide the opportunity to utilise technology for:
* users’ to track their performance and targets inside and outside the gym (using their own devices and interactive apps);
* as well as providing the staff with the ability to understand usage etc. for retention and maximising membership numbers; and
* entertainment purposes for users;

Each gym design must show locations of proposed equipment, colour scheme including floor coverings where required. The details of each gym in relation to requirements such as AV, floor covering etc is detailed in Appendix 3 and 4. The proposed design and layout for the gyms need to be suitably flexible to allow replication across all the different sizes of gyms and reflect the latest fitness and gym design trends. It is for the Service Provider to take account of floor to ceiling heights as all equipment should be fit with full range of motion and not to be restricted by walls, ceilings etc.

The Council will agree colour on award with successful Service Provider for upholstery and metal/structural finishes specification, but the colour options must be provided with the tender submission.

The Service Provider is required to provide wall graphics in each gym with the exception of Keady CC, in line with Council’s brand guidelines at Appendix 5.

In completing the design, the Service Provider must allow for:

* the existing positions of electrical sockets, AV and internet connections. Specific details in respect of each location details are included in the indicative floor plans at Appendix 6;
* a suitable space for a workstation to accommodate PC, where appropriate (the provision of such workstations will be undertaken by Council);
* storage for equipment and accessories within the gym area, where appropriate (to be designed and supplied by the Service Provider); and
* the specific equipment requirements for GP referrals rooms. In the other facilities, GP referrals take place within the main gym facilities. Details are provided in Appendix 3.
1. the **equipment** that they are proposing including the specification for each machine, while meeting the specific requirements as detailed in Instructions To Tenderers – Evaluation Criteria - Minimum Requirements (ITT - Appendix B). All relevant equipment provided must met the appropriate EU and British standards or equivalent. The Council is keen to introduce appropriate levels of technology across the equipment as appropriate to each location. Current details of the availability of internet or WIFI are included in Appendix 4, however the Council is reviewing WIFI integration across all sites.
2. **source install and fit out** the equipment in all 8 gyms. The estimate timetable for installation for the gyms is provided at Appendix 2;
3. When the strip out is being undertaken the Service Provider will be required to undertake **additional work** e.g. replacement of flooring coverings, painting walls and graphic – please refer to **Appendix 3 Staff Consultations** contained in the zip file in the CfT Documents section in the eTendersNI portal.
4. As a result of the stripping out of the existing equipment in 9 gyms, the Service Provider(s) will be required to remove it and manage its **sale/trade-in** to maximise the return to the Council. Details of the equipment for sale/trade-in is attached at Appendix 1;
5. To provide a **maintenance and servicing agreement** to cover the gym equipment from installation in each gym until 31 December 2025.

As the gyms are refreshed the equipment will be included into a single maintenance and support contract. The Council requires the Service Provider to deliver a highly reliable maintenance and support agreement (which maximises the warranties on any equipment for the Council) and provide both a quality preventative and proactive maintenance and support contract. The maintenance and support proposals should ensure that the equipment will be repaired in a timely manner to ensure that its members and users are not without equipment for more time than is necessary.

The agreement must be fully inclusive of maintenance, serving, parts (consumable and non-consumable parts) and labour from the individual dates of installation for each gym, as they are refreshed. The duration of the overall maintenance and support agreement will expire 31 December 2025. Cover should include the following:

* 24 hours/ 7 days reporting of faults available;
* Maximum 48 hour for first site visit from the Service Provider(s)’s technician after the fault reported;
* First visit fix rate of 90% or above;
* Use of highly skilled technicians;
* All Service and repair costs and visits to include parts, upholstery, labour and wear and tear provisions;
* A minimum of two planned preventative bidder technician service visits per annum;
* Spare parts readily available within a reasonable timeframe i.e. within 48 hours; and
* During the term of the maintenance/servicing arrangement, if:
* any item of equipment cannot be repaired within a reasonable timeframe (4 weeks from date of fault reported); or
* there are continuing recurring faults with a specific piece of equipment that total 4 weeks of non-use within a 12-month period of 1st fault reported,

the Service Provider must replace the particular piece of equipment at no cost to Council with a similar or better piece of equipment while the Council’s equipment is being repaired on a permanent basis.

1. provide **training to the staff**
	1. **at installation**. Training will be required on:
* the use of the equipment including what the machines are designed to achieve, the different exercises that can be undertaken on each machine and how to show customers the correct use of the machine while maximising health benefits for users while ensuring the safety of staff and users;
* on-going regular asset care; and
* technology on the equipment and how to maximise its use; and
	1. **post installation.** Training will be required on:
* Additional training and refresher training on an ongoing basis throughout the contract to Council staff in groups;
* new thinking on training methods and how the equipment be can used for this purpose via workshops; and
* Any additional non-technical training that can be provided.

# SUPPLY AND INSTALLATION OF FITNESS EQUIPMENT

1. Whilst the Council will provide, as part of the tender information, basic dimensions of floor areas and floor types (and electric power points) and floor plans for the existing sites, Service Provider must visit each site (and/or study technical plans in the case of Dromore CC and South Lakes LC – new builds) to properly measure and scope all gym equipment areas, so that the Service Provider’s design and equipment recommendations/proposals are guaranteed to work and operate correctly. For the avoidance of doubt, each Service Provider is totally responsible for ensuring that their design and equipment recommendations will work and operate correctly at each and every site. While the Council has attached details of the existing floor plans at Appendix 6, please be advised that they are indicative only.
2. The date for SLLC is set and its gym must be ready for use from July 2020. However, with Dromore given that the Council is still awaiting planning permission there is no set date at this time, but it is anticipated to be no earlier than March 2020. The other gyms are relatively flexible but must be completed during 2020 with the minimum disruption to members and users so weekend strip out and install may be required. The exact timetable to be agreed with the successful Service Provider.
3. The Council requires that when delivery and installation dates are set and agreed, they are adhered to.
4. In developing the mobilisation plan for the fitness equipment, the Service Provider should be flexible in its planning and installation to ensure that the existing gyms are only unavailable to members and users for the minimum of time.

# INCLUSIVE FITNESS INITIATIVE (IFI)

1. A number of the existing gyms have IFI accredited equipment installed and the Council requires that some sites will require a proportion of the new fitness equipment to be IFI accredited or be accessible. In terms of SLLC, the Council intend to seek an IFI ‘Excellence’ accreditation and the Service Providers proposals must help ensure this is secured.
2. Details of the IFI accreditation for specific sites is detailed in the attached Appendix 3 – Staff Consultations.

**List of Appendices**

|  |  |
| --- | --- |
| No of Appendix | Description of Appendices |
| 1  | Details of Trade-in Equipment (Lot 1) |
| 2  | Name and addresses of facilities, floor sizes and installation schedule |
|  3  | Details of the Staff Consultation, associated information in relation to gyms including:Suggested Requirements;GP Referral Requirements, where applicable;IFI Requirements; andAssociated Requirements. |
| 4 | Other Relevant Information |
| 5 | Council’s Brand Guidelines |
| 6 | Floor plans for gyms |

# Appendix 1 – Details of Equipment available for Trade-in

Separate attachments contained within the zip file named **Appendix 1 Trade-In appendices** in the CfT Documents section in the eTendersNI portal.

# Appendix 2 – Name and addresses for facilities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Centre and address | Existing Building or new build | Gym - Approx. floor surface in m sq.  | Estimated timing of refresh of gym equipment | To be supplied with Gym Equipment |
| Dromore Community Centre, Lurgan Road Dromore, BT25 1HL  | New Build | 315 | March 2020 | Y |
| South Lakes Leisure Centre, Craigavon,  | New Build | 995 | April 2020 | Y |
| Gilford Community Centre, 5 Riverside, Gilford, BT63 6ET | Existing | 110 | August 2020 | Y |
| Tandragee Recreation Centre, 24 Madden Road, Craigavon, BT62 2DG | Existing | 215 | August 2020 | Y |
| Orchard Leisure Centre, 37-39 Folly Lane, Armagh BT60 1AT | Existing | 260 | July 2020 | Y |
| Banbridge Leisure Centre, 15, Downshire Rd, Banbridge BT32 3JY | Existing | 250 | July 2020 | Y |
| Rathfriland Community Centre, 21 John Street, Newry BT34 5QH | Existing | 64 | July 2020 | Y |
| Keady Recreation Centre, St Patrick’s High School, Keady, BT60 3TH | Existing | 40 | July 2020 | Y (Resistance 0nly) |
| Richhill Recreation Centre, 4 The New Line, Richhill, Armagh, BT61 9QR | N/A | N/A | N/A | No |

# Appendix 3 – Details of Staff Consultation

# Separate attachments contained within the zip file named Appendix 3 Staff Consultations in the CfT Documents section in the eTendersNI portal.

# Appendix 4 – Other Related Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Description** | **SLLC** | **OLC** | **Banbridge** | **Dromore**  | **Keady** | **Rathfriland** | **Tandragee** | **Gilford** |
| Infrastructure - WiFi/Internet access | Internet access – Service Provider(s) will need to work with existing installation | Internet access – may need relocate based on design | Internet access – may need relocate based on design | Internet access – may need relocate based on design | N/a – resistance only | Internet access – may need relocate based on design | Internet access – may need relocate based on design | Internet access – may need relocate based on design |
| Infrastructure - Power Points | Internet access – Service Provider(s) will need to work with existing installation | May need relocate based on design | May need relocate based on design | May need relocate based on design | N/a – resistance only | May need relocate based on design | May need relocated based on design | May need relocate based on design |
| Infrastructure - AV Cabling | Internet access – Service Provider(s) will need to work with existing installation | May need relocate based on design | May need relocate based on design | May need relocate based on design | N/a – resistance only | May need relocate based on design | May need relocate based on design | May need relocate based on design |

It is anticipated that any additional work required in relation to the above will be organised and completed by the Council in advance of the respective installation. The successful supplier will work with the Council to ensure work reflects the specification / detail agreed.

# Appendix 5 – Council’s Brand Guidelines

Separate attachment contained within the zip file named Appendix 5 Council Brand Guidelines in the CfT Documents section in the eTendersNI portal.

# Appendix 6 – Floor Plans

Separate attachment contained within the zip file named **Appendix 6 Floor Plans** in the CfT Documents section in the eTendersNI portal.

1. Sources: NISRA Census [↑](#footnote-ref-1)