

<u>CONTRACT NUMBER:</u>	JWCHR003/21
<u>CONTRACT TITLE:</u>	<u>PROVISION OF CORPORATE GYM MANAGEMENT SERVICES FOR A PERIOD OF THIRTY-SIX MONTHS (36)</u>
<u>DATE OF MEETING:</u>	8 November 2022
<u>TIME OF MEETING:</u>	12:00
<u>VENUE FOR MEETING:</u>	Microsoft teams virtual meeting

1. WELCOME

Mr Tshilidzi Takalani welcomed everyone who attended the meeting and introduced JW personnel

Mr Tshilidzi Takalani indicated that this is an open tender, and the meeting is none compulsory, all service providers are allowed to tender.

2. PRESENT

Non-Compulsory Briefing Meeting

Various Bidders (Teams)

Tshilidzi Takalani (Supply Chain)

Kenneth Lekalakala (Human Resource)

3. CONTACT PERSONS

Contact Persons for this project are:

Kenneth Lekalakala

kenneth.lekalakala@jwater.co.za

Tshilidzi Takalani

tshilidzi.takalani@jwater.co.za or

Nthabiseng.more@jwater.co.za

4. SUPPLY CHAIN MANAGEMENT PRESENTATION

Tender Document is available on website for download at No-Cost

Bidders can make use of the check list on page 5, as a guidance in completing all forms required. All the forms must be fully completed and signed

The 80/20-point scoring system will be applicable to this tender. 80 points will be allocated to Price and the remaining 20 points will be allocated for B-BBEE and Preferential Procurement

The tender document must be filled in using non-erasable black ink and submitted on the official forms provided.

Tender Documents may also be completed electronically without altering or tampering with any of the terms, conditions, specifications in the tender document.

Make sure that your pricing schedule is fully complete and signed.

Should tenderers opt to re-type the pricing schedule, no line items should be omitted as per the tender document.

The use of correction fluid to correct mistakes is not allowed. Any mistakes must be struck-off and corrected with black ink and signed / authenticate by tenderer on your alterations, especially when completing pricing schedule.

B-BBEE POINTS- points will only be allocated upon submission of a certified valid B-BBEE certificate. Failure to submit a certified valid B-BBEE certificate will result in no points being allocated for Preferential Procurement.

Tenderers are advised to register on Central Supplier Database (CSD) and ensure that they are tax compliant prior submitting their tenders, mandatory requirement.

Tenderers therefore need to ensure that the tender document is submitted in its entirety and should also be bound and submit the document same sequence and no pages or parts missing.

Tenderers are required to submit one original hard copy plus a soft copy in USB, NOT CDs. The USB should be marked with company name and enclosed with your hard copy document.

Individual tender documents should be sealed, marked with the correct tender number and closing date, must be deposited in the tender box situated at entrance to No 65 Ntemi Piliso Street,

Newtown at Turbine Hall for attention of Supply Chain Management Unit, on or before the closing time and date as indicated in the advertisement.

Tenderers should not give tender documents or submission to Johannesburg Water Officials or Security Personnel as Johannesburg Water will not take any responsibility for a late or missing tender document. All tender documents should be deposited in the tender box.

Bid documents submitted via courier will be acceptable provided the bidder instructs such courier company to deposit the document in the tender box.

It is the responsibility of the bidder to ensure that the bid document is submitted, sealed, and placed in the bid box in time not to miss the deadline of closing time 10:30.

Constantly check and familiarise yourself with our website for any information might be provided regarding this tender from now until closing date.

Tenderers are requested to submit supporting documentation in a separate file as opposed to attaching them in the tender document. Supporting documents attached to the tender document makes the document very untidy and difficult to evaluate as some pages with required information are stapled together. In most cases this also contributes to some pages of the tender document being loose.

Supporting documents

- Valid Tax Compliance Status Pin for Tender
- Copy of Valid B-BBEE certificate or Affidavit (Commissioner of Oath Stamp on the certificate or Sworn affidavit must be original).
- Latest / current municipal statement of account for both Director and Company, not older than 3 months or a Valid lease Agreement.
- Tenderers who wish to tender as a Joint Venture (JV) need to include the JV agreement in their tender submissions and a consolidated B-BBEE certificate for the JV

Tender will be valid for 90 days after closing date.

Please complete all relevant MBD forms, for this tender and signed them

Bidders will be allowed to email through clarity seeking questions, but must give us time to respond, no questions will be attended to a week (7 days) before the closing date.

All returnable documents should be bound in a separate folder and enclosed with the completed tender document in a sealed envelope.

5. TECHNICAL SPECIFICATION PRESENTED BY Mr Kenneth Lekalakala

5.1 General Supervision

- Offer services that are both professional and personal.
- Provide a monthly programme guide for gym users
- Ensure consistent communication in form of emails, sms, Intranet etc. on gym activities to registered members about gym issues
- Run the facility and its equipment at optimum levels.
- Ensure that the gym is opened and closed as per schedule
- Regulate access control and record every person entering the gym.
- Ensure that everyone has left the gym at closing time every day.
- Ensure that the gym is clean at all times.
- Ensure that all the lockers are empty during closing time every day
- Notify all that Gym is about to close (15) fifteen minutes before closure
- Ensure that all safety rules, regulations and signage are visible to all and adhered at all times.
- Ensure that all Gym users adhere to the J Water gym rules.
- Ensure that all Gym equipment are secure and safe for use at all times.
- Ensure that all Gym equipment are accounted for at all times
- Ensure that Gym equipment are not removed or moved from their designated gym areas.
- Ensure at all times that users are bona-fide users.
- Ensure that all the facilities of the Gym are optimally utilised and there are qualified instructors to run classes.

5.2 Guidance

- Guide the gym users on how to use the equipment especially the first-time users or those who are not sure of how to use equipment.
- Always ensure the availability of instructors.
- To ensure that the company has an LSG insurance cover for professional indemnity
- Ensure that Gym members observe and are familiar with Gym rules
- Provide a weekly/ monthly gym schedule and ensure that there is an availability of three group classes on weekly basis (Spinning, aerobics, taebo or cardio box) depending on the presented need by gym participants.
- Identify possible risks and provide mitigating measures in consultation with relevant stakeholders.

5.3 Administration

- Provide gym membership forms to aspirant gym members
- Arrange booking process of studio/s both aerobics and spinning as and when is necessary and advise members when booking is full.
- Provide weekly and monthly gym programs and activities reports.
- Check, record and report all broken and dysfunctional equipment.
- Compile and provide Employee Wellness Manager with monthly, quarterly and annual reports regarding utilization, challenges and achievements of the Gym.
- Do monthly audits of gym equipment and provide written report to Employee Wellness Manager.
- Keep all records on gym utilization for duration of the gym contract
- Key personnel (Gym Manager, Fitness instructor/ front desk and group aerobics instructor and technician.

5.4 Gym Equipment Preventative Maintenance & Repairs

- Gym Manager to report machines which are not in good working condition prior to any replacement/ repair
- Permission for all maintenance and repairs to be secured prior any work is done
- Gym Manager to keep record pertaining to gym equipment maintenance and repairs done
- Ensuring that Gym equipment are serviced as per applicable schedule at the expense of Johannesburg Water.
- All specified equipment should be repaired within 72 hours as per required standard.
- All repairs/ maintenance to be the responsibility of service provider who will in turn invoice the Company
- The Prevention, maintenance and repairs of gym equipment servicing entails:

5.4.1 Treadmills

Inspect & adjust running belt

- Inspect Deck for wear and wax levels (clean wax nozzles)

Vacuum interior & exterior

- Clean hood Clean

- frame Inspect

drive belt

- Inspect and lubricate rollers

Check motor brushes

- Lubricate lift

Inspect wheels

5.4.2 Ellipticals

- Clean hood / shroud
- Vacuum interior
- Clean frame
- Lubricate lifts
- Inspect / clean wheels
- Inspect / clean rollers
- Check flywheel
- Inspect drive belt
- Diagnose errors
- Check stride
- Record usage/ hours

Spin Bikes

5.4.4 Rowing Bikes:

- Clean covers
- Clean frame
- Clean pedals
- Inspect drive belts
- Clean stroke handlebars
- Inspect alternator brushes
- Check electrical connections

- Check for proper resistance levels
- Check battery
- Record Usage
- Diagnose errors

5.4.5 Strength Machines (Various)

- Lubricate guide rods with special cleaner
- Grease fittings
- Check brushings
- Tighten nuts
- Check upholstery for tears or excessive wear
- Adjust plates
- Check cables for fraying & proper tension
- Check functionality of machine for safety
- Replace sleeve cylinder

5.4.6 Cable replacement

- Strength Machines

5.4.7 Re-Upholstery

- Strength machines
- Benches

5.4.8 Service & parts replacement

PA System component

- CD Players
- Mixer
- Amplifier
- Speakers

5.4.9 Parts Replacement

- Televisions

- If gym equipment preventative maintenance & repairs is to be done by a different company, clear processes and procedures must be put in place by all stakeholders involved.

6 OPERATIONAL TIMES FOR THE GYM

Johannesburg Water Corporate Gym will open at 05h30 and close at 20h00 from Monday to Friday. The Gym will not operate during the weekend or public holidays.

The gym has:

- a spinning area
- aerobic studio
- Lockers
- Shower areas
- General exercising area.
- Enforce that Gym capacity/ occupation is in accordance with acceptable protocols
- Service provider to ensure that only eligible paid-up members have access to the gym. This would be based on a monthly list provided.
- Ensure that each gym user is allowed a maximum of 90 minutes in the gym

7. STAKEHOLDER RESPONSIBILITIES

7.1 Payroll Unit

- Uploading gym registration form and relevant deductions (Monthly or annually)
- Providing a list of paid-up members on monthly basis
- Relevant system already in place to facilitate the above

7.2 Security Unit

- Activate/ deactivate access card for gym members. Employee access cards to be configured accordingly for gym members
- Ensure availability of access control mechanism at gym door

7.3 Wellness Unit

- Set the affordable membership fees which are market related and reasonable for employees in consultation with relevant stakeholders
- Ensure that monthly meetings are held with the service provider
- Address or escalate complaints and concerns regarding the Gym functioning/ operation to the Senior Manager: Human Resources
- Liaise with all relevant stakeholders regarding efficient gym functioning/ operation
- Compile utilization report as part of the monthly Wellness report

8. Subscription costs to utilize gym

- The gym subscription amount is determined by the service provider taking into consideration the financial schedule attached.
- The subscription fee should be determined in such a manner that it will encourage employee to subscribe
- The pay-roll section will be tasked with deducting monthly subscription fees
- Such subscription fees will inform user accessibility to gym facilities

6. QUESTIONS AND ANSWERS:

QUESTION1: When are classes done?

ANSWER1: Classes will be done in the early Morning preferably end before 08h00 and afternoon after 16h00. Gym time is 05h30 and close at 20h00. The reason is that the gym is presently situated next to offices and there is bound to be noise emanating from the gym due to gym activities.

QUESTION 2: How many employees does Johannesburg Water have?

ANSWER 2: 2789

QUESTION 3. Is the gym operating and is it possible to come on site to have a view of the gym?

ANSWER 3. Not operating, still to enquire if prospective service providers can come to view

CLOSURE

Mr Tshilidzi Takalani thanked all who attended the briefing, and the meeting was closed

CONTRACT JWCHR003/31
**PROVISION OF CORPORATE GYM MANAGEMENT SERVICES FOR A PERIOD OF
THIRTY SIX MONTHS (36)**
TENDER NON-COMPULSORY BRIEFING MEETING - MINUTES
