



Borough of Oadby & Wigston

Council

11th December 2007

Council Chamber Refurbishment

Report of: Deputy Chief Executive Report Number: (agenda ref.)
Author: Gil Crisp, Head of ICT

NON-EXEMPT

This report is likely to be considered while the meeting is open to press & public

Summary:

This report provides information on the recent tendering process for new furniture and audio visual solution for the Council Chamber and Committee room.

Recommendations:

1. Members are recommended to approve option 7, which is the solution that most fully fits the technical requirements and provides for quality furniture. Under this option, there will be a single project manager and thus the risks are minimised. Tyco have demonstrated a keen interest in the project and attention to detail in their tender preparation.
2. If option 7 is selected, it will be necessary to approve an exception to standing orders as this is not the lowest cost option and an allocation from the capital contingency to increase the £70,000 budget for this project.

Level of delegation: Policy & Resources Committee

Wards affected: All

Comments of Statutory Officers:

Head of Paid Service: None.

Proper Officer for Financial Affairs: The capital programme includes a provision of £70,000 for this project. The tenders have exceeded this sum. An allocation from the capital contingency will therefore be required which currently contains a balance of £23,500.

Monitoring Officer: None.

Appendices Attached: None

Impact Assessments:

Health:)

Environment:)

Community Safety:)

Human Rights:) No direct impact

Equal Opportunities:)

Risk Assessment:)

Commentary:

1. **Background.** The current year capital programme includes provision for the refurbishment of the Council Chamber.
2. A tender was recently advertised by the Welland Procurement Unit. Interested suppliers came on site to view the Chamber and Committee room on the 31st October and 5th and 6th November.
3. **Business Case.** The core reasons for considering the Council and Committee room refurbishment are as follows:
 - a) The existing chamber does not fully meet all the needs of its users.
 - b) Furniture is old and does not provide the necessary comfort for all users.
 - c) The existing furniture does not provide accessibility for all users.
 - d) The Chamber's Visual and Audio facilities for presentations are inadequate.
 - e) The Chamber's facility for recording the progress of meetings is inadequate.
 - f) Facilities for web casting or other forms of disseminating the meeting are not catered for.
 - g) Power and network facilities are limited for Members or other users who wish to use laptops.
 - h) The induction loop facility alone is inadequate.
4. **Specification.** The specification was deliberately broad in order to allow the creative talents within the market place free reign to devise a modern solution and yet be in keeping with the heritage and existing environs in the Chamber.
5. The broad brief can be summarised as:
 - a) **Audio Visual** - An audio facility is required to boost the sound of delegates' voices and facilitate all users of the Council Chamber to hear comfortably.
 - b) The audio solution should dovetail with the existing induction loop.
 - c) The audio solution should be re-locatable to other sites to allow meetings to take place wherever required.
 - d) The visual solution should allow any users of the Council Chamber to see clearly any presentation from any viewing angle.
 - e) The visual solution should allow the presentation of any document from whatever source. E.g. paper documents, laptops or PC's.
 - f) The solution must allow for the audio recording of meetings.
 - g) Facilities to allow the transcription of meetings should be simple and intuitive to use.
 - h) The solution should provide facilities for the Chairman of the meeting to manage the queue of delegates requesting to speak.
 - i) The solution must cater for the event when the rear of the Chamber is closed off to create a separate Committee room. Facilities for this area need to be similar to the main Chamber.
 - j) A solution which is flexible and will grow over time i.e. allow extra users, allow for new business needs and changing ways of working.
 - k) A solution that ensures the Council will meet its obligations with regard to the provision and use of audio visual aids under the Disability Discrimination Act 1995 & 2005
 - l) The solution must be re-locatable in the event that the Council moves offices at some point in the future.
 - m) Is cost effective.
 - n) **Additional/Optional Requirements** - An ability to visually record meetings.
 - o) An ability to automatically zoom in on speakers.
 - p) An ability to web cast any meeting to the Internet.

- a) **Furniture** - A solution that ensures that the furniture and seating within the Council Chamber will fulfil the Council's obligations in this respect under the Disability Discrimination Act 1995 & 2005.
 - b) The Chamber is multi functional. Therefore the furniture needs to be able to be moved away and stored or stacked.
 - c) Seating needs to be stackable or storable in such a way as to minimise the space it occupies.
 - d) Power and network facilities should be available to each delegate to enable laptop or other devices to be used.
 - e) The solution must cater for the event when the rear of the Chamber is closed off to create a separate Committee room. Facilities for this area need to be similar to the main Chamber.
 - f) Is in keeping with the existing Council Chamber decoration.
 - g) Is of a high quality finish with some OWBC personalisation to elements of the furniture.
 - h) The solution must be re-locatable in the event that the Council moves offices at some point in the future.
6. Additional verbal information was supplied to those that came on site that described the use of the Chamber and Committee room. Visitors were able to see the existing furniture and discuss layouts for various meeting types.
7. **Tender Responses.** Six detailed tender responses were received, one late tender pack and one incomplete application. Suppliers were given the option of tendering for a complete solution or either the audio/visual or furniture elements. Two tendered for a complete solution. One tendered for furniture only. Three tendered for Audio/Visual only. There is some flexibility and an ability to mix and match solutions. However, Auditel and Tyco are not interested in being selected for the furniture only option because this is not their main business.
8. Various materials and plans supporting the applications will be available during the course of the Council meeting.

The tenders can be summarised as follows:

Tyco	£
Furniture	
26 mobile desk units plus 70 stackable chairs	34668
AV System	
Conferencing system with 16 wireless dual discussion units	12821
PA unit	727
AV Switching	1483
Projection system with 2 ceiling mounted projectors and 2 drop down screens for Council Chamber	4055
Projector and drop down screen for committee room or plasma screen either fixed or mobile as no extra cost options	2624
	21710
Installation	
Electrical (Under floor installation)*	18570
Other installation and commissioning	12657
Total	87605
Camera Options	5429

* Tyco have also suggested an option of using 10 double sockets around the Chamber perimeter and supplying 30m rubberised 2 compartment floor containment as a cost saving option.

Auditel	£
Furniture	
30 flip top tables plus 60 foldable chairs	22503
AV System	
30 Network hubs	480
30 Flip desktop power units	21300
8 Floor boxes for network and power	3200
2 42" plasma displays	1526
60 Auditel microphones	10047
17" Chairman's touch screen	786
Document Visualiser	1196
DVD Recorder	251
Control PC	1711
Audio visual sundries – cables, controls etc.	8979
Carriage	145
	49621
Installation	
Other installation and commissioning	9800
Total	81924
Camera Options	7504

Asysco	£
Furniture	
Not Quoted	N/A
AV System	
Conferencing System	24537
Audio Video Presentation	17890
Audio Recording System	1105
	43532
Installation	
Other installation and commissioning	6790
Total	50323
Camera Options	3718

Sound Advice	£
Furniture	
Not Quoted	N/A
AV System	
40 Wireless microphones	24060
Audio Sundries	9055
Discount @ 20%	-6623
Sound reinforcement for Chamber – speakers, cables etc.	1428
Wireless PA system for Committee room and portable use	2266
Radio Microphones for portable use	783
Professional quality projectors and powered screens for chamber and committee room	12200
Professional visualiser (to present any kind of document or electronic feed)	1780
Digital Recorder	716
Control Software (Council to provide laptop or pc at extra cost)	294
Infrared Hard of Hearing System	3959
	49918
Installation	
Other installation and commissioning (Included in above)	0
Total	49918
Camera Options	7402

Brahler ICS	£
Furniture	
Not Quoted	N/A
AV System	
40 Wireless Microphones & Accessories	33296
3 52" LCD display screens. Two on wheels and one fixed. 20" LCD for top table. Visualiser.	9995
Digital Sound Recorder	576
PA System and Speakers	1741
Equipment Rack & Storage	3142
Software	750
	49502
Installation	
Other installation and commissioning	3000
Total	52502
Camera Options	7527

9. **Tender Assessment.** The above table provides at a glance an initial assessment. Options 1 to 3 are least satisfactory as these leave the electrical and networking works out. To provide these by another means would mean introducing another contractor and introducing additional costs in the region of £10,000 to £20,000. There would also be additional project management risks.
10. Option 6 provides for only basic furniture, although Members may consider this to be adequate.
11. Options 4 and 5 include the unique oval design furniture. This would provide the opportunity to create a board room style meeting space. There would be additional project management risk from coordinating two separate suppliers. These two options are towards the more expensive end of the preferred solutions.
12. Option 6 proposes the use of large moveable LCD screens in the Council Chamber and fixed in the Committee room.
13. Option 7 proposes a screen projection solution in the Chamber and either projection or LCD screen in the Committee room.
14. All suppliers have shown a keen interest in the project. However, both Sound Advice and Tyco have been particularly active in engaging with officers. Tyco in particular have been on site on numerous occasions with teams of professionals looking at each aspect of the project. This level of engagement and interest is reflected in their detailed bid.
15. Members do have a further option. If Members decided not to pursue the power and network options then this would significantly change the equation. All options above would be open. It would be necessary to ask suppliers to re-submit their bids to show the relevant cost adjustment where appropriate. A further report would then be brought to a future committee. This option would however not be addressing the key issue of enabling Members with ICT at Committee meetings.
16. Considering all options, the Tyco bid is recommended to Members. It is well thought out flexible and in keeping with the existing environs. The AV solution is state of the art. This bid is however £5,681 higher than the least expensive option. Members should also note that Tyco is offering only 16 Microphone units. Additional units are available at £275 each.

Background Papers referred to in compiling this report: OWBC Council Chamber Tender V1.2