

Part B: Milton Keynes Council

Coroners Court, Registration Area and Council Chambers

Audio Visual equipment specification

Milton Keynes Council is looking to provide certain audio visual equipment within the new Coroners and Registration Area and the existing Council Chamber.

A list of current equipment in the Chamber, Lounge and Group Rooms is provided, along with layout plans and the size of rooms. Plans of the new Coroners and Registration Area are also provided.

The outcomes the Council is hoping to achieve from its Audio/Visual equipment are outlined within this specification; the Council will also consider upgrades to current equipment (listed in appendix 1) if the successful contractor can identify a suitable upgrade to resolve existing technical issues.

The Council is seeking, wherever possible, for the AV solutions to be the same in all rooms.

The successful bidder **must** be available to complete works in the Coroners Court and Registrars area prior to the 30th June 2018.

Work within the Council Chambers must be carried out between 6th-17th August 2018.

All bidders **will be required** to carry out a site visit and survey prior to works in the first week of the procurement, to be arranged by Milton Keynes Council. Failure to attend a site visit will result in your bid not being progressed. It is expected that bidders carry out surveys to ensure their solutions work with current systems.

The Council Chamber, Lounge, Group Rooms and the Coroners and Registration Area where required equipment will be installed are currently undergoing a physical refurbishment as part of the refurbishment works to Milton Keynes Council Civic Offices.

Bidders **must** specify the expected life of any new equipment within responses.

All equipment installed **must** pass Milton Keynes Council's User Acceptance Testing. (UAT)

1. Council Chambers, Lounge, & Group room requirements

1.1 Council Chamber - Microphones

No.	Requirement	Essential / Desirable	Room	Dependencies
1.1	<ul style="list-style-type: none">• Wireless portable (desk based as per current system) microphone system which permits 65 participants to contribute• Capability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical)• Clearly indication as to who is speaking and when microphone is active or passive• Allows chairperson to control which microphone(s) are live at any one time• Off line charging capability• Integration of system with existing roving/lapel microphones• Secure features to prevent unauthorised monitoring. To include ability to turn off audio link to connected rooms for discussion of confidential items.• Headphone audio output (for hard of hearing)• Fully compatible with digital video systems• Compatible with existing hearing loop system in Council Chambers• Microphone system with push button capacity for secure electronic voting (verification of voter identity)• Functionality to provide real time display of decisions and printable record	E	Council Chambers	<p>Connected to the camera system</p> <p>Software to record & display voting decisions</p>

1.2 Council Chambers, Lounge, and Group Rooms – Sound system

No.	Requirement	Essential / Desirable	Room	Dependencies
1.2.	<ul style="list-style-type: none">New equipment compatible with hearing loop system, existing speaker system in Chamber and audio links to connected rooms (x3)	E	Council Chambers	AV link to the lounge and group rooms (x3)

1.3 Council Chamber– Presentation system

No.	Requirement	Essential / Desirable	Room	Dependencies
1.3.1	<ul style="list-style-type: none"> Digital presentation system capable of displaying traditional presentations and videos Links to existing display screens/monitors in the public gallery, lounge and group rooms and mobile screens. Allows 'plug and play' device mirroring Capable of being set up/operated in an area without A/C 	<p>E</p> <p>E</p>	Council Chamber	Digital cameras, monitors/screens in Chambers/Group rooms/ lounge
1.3.2	(x1) Small mobile/fixed monitor to display presentation at top table/Diasys	E	Council Chamber	
1.3.3	Presentation system compatible with our ambitions for future webcasting	D	Council Chamber	
1.3.4	(x1) additional portable TV screen for Chamber	D	Council Chamber	Projector & presentation system

1.4 Council Chambers – Sound/video recording

No.	Requirement	Essential / Desirable	Room	Dependencies?
1.4.1	Effective audio recording system, with ability to pause, rewind and fast forward Easy access to recordings	E	Council Chambers	Microphones
1.4.2	Video and audio systems which enable future webcasting & streaming of council meetings	E	Council Chambers	Cameras, Projector, Microphones
1.4.3	Recording capability linked to online committee management system (current system CMIS)	D	Council Chambers	

1.5 Council Chambers - Cameras

No.	Requirement	Essential / Desirable	Room	Dependencies
1.5	<ul style="list-style-type: none">Fixed digital cameras (x3) to allow recording of HD quality imagesPicture quality sufficient to enable future webcasting	D	Lounge/ Group room link	Screens/monitors

1.6 IT requirements

No.	Requirement	Essential / Desirable	Room	Dependencies
1.6.1	Updated software to support any new systems and any required licences	E	n/a	
1.6.2	Re programming/software upgrade of existing Creston & Extron systems to support use of new equipment	E	If/as required	
1.6.3	Warranties for each piece of equipment	E	All	
1.6.4	Staff training to use any new equipment	E	All	

1.7 Others requirements – Chambers and Group rooms

No.	Requirement	Essential / Desirable	Room	Dependencies?
1.7.1	Hearing loop	D	Group rooms (x3)	
1.7.2	Facility to time speakers, linked to display screens/monitors	E	Council Chambers	Display screens/monitors
1.7.3	Passes User Acceptance Testing	E		
1.7.4	Installation of any new equipment	E	All	

2. Coroners Area requirements

2.1 Coroners Court - Microphones

No.	Requirement	Essential / Desirable	Room	Dependencies
2.1	<ul style="list-style-type: none">• Wireless portable (desk based) microphone system which permits 20 participants to contribute• Capability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical)• Clear indication as to who is speaking and when microphone is active or passive• Allows chairperson to control which microphone(s) are live at any one time• Off line charging capability• Secure features to prevent unauthorised monitoring. To include ability to turn off audio link to connected rooms (Jury Room 2) for discussion of confidential items.• Headphone audio output (for hard of hearing)• Fully compatible with digital video systems• Compatible with hearing loop system in court	E	Coroners Court	Connected to the camera system

2.2 Coroners Court – Sound system

No.	Requirement	Essential / Desirable	Room	Dependencies
2.2.1	New equipment compatible with microphones and AV equipment	E	Court room	
2.2.2	New equipment compatible with hearing loop system, speaker system and audio links to adjoining rooms	E	Court room, Jury room 2	AV link to the office and jury room
2.2.4	Conference call facilities	E	Court room	

2.3 Court Room– Presentation system

No.	Requirement	Essential / Desirable	Room	Dependencies
2.3.1	<ul style="list-style-type: none"> Digital presentation system capable of displaying traditional presentations and videos for evidence Large wall mounted screens for display – size dictated by room position and visibility Allows 'plug and play' device mirroring Capable of being set up/operated in an area without A/C 	E E E E	Court	Digital cameras, monitors/screens in court/Jury room 2
2.3.2	Secure audio/visual links to both prison and hospital	E	Court room	
2.3.3	Video and audio presentation system suitable for webcasting and live streaming	E	Court room	
2.3.4	Live news feed capability	E	Court room	

2.4 Coroners Court - Cameras

No.	Requirement	Essential / Desirable	Room	Dependencies
2.4.	<ul style="list-style-type: none">Fixed digital cameras to allow recording of HD quality imagesPicture quality sufficient to enable future webcasting	E	Court room/jury room 2	Screens/monitors

2.5 IT requirements

No.	Requirement	Essential / Desirable	Room	Dependencies
2.5.1	Updated software to support any new systems and any required licences	E	n/a	
2.5.2	Warranties for each piece of equipment	E	All	
2.5.3	Staff training to use any new equipment	E	All	

2.6 Coroners Court – Sound/video recording

No.	Requirement	Essential / Desirable	Room	Dependencies?
2.6	Effective audio recording system, with ability to pause, rewind and fast forward Easy access to recordings	E	Council Chambers	Microphones

2.7 Coroners Court – Other requirements

No.	Requirement	Essential / Desirable	Room	Dependencies?
2.7.2	Surveys and site visit	E	All	
2.7.3	Passes User Acceptance Testing	E		
2.7.4	Installation of any new equipment	E	All	

2.7.5	Wifi connectivity	E	All	
2.7.6	Electronic smartboard	E	Coroners shared office	

3. Registration Area requirements

3.1 Ceremony Room - Microphones

No.	Requirement	Essential / Desirable	Room	Dependencies
3.1	<ul style="list-style-type: none">Wireless portable microphone system which permits 4 participants to contributeCapability to block out interference from other wireless sources (no interference from Wifi, mobile signal or electrical)Off line charging capabilityHeadphone audio output (for hard of hearing)Fully compatible with digital video systemsCompatible with hearing loop system in room	E	Ceremony room	Connected to the camera system

3.2 Ceremony Room – Sound system

No.	Requirement	Essential / Desirable	Room	Dependencies
3.2.3	<ul style="list-style-type: none">Wireless recording system, with ability to pause, rewind and fast forward for all ceremonies with easy access to recordings. Compatible with microphones and AV equipment hearing loop system and speaker system	E	Ceremony room	

3.3 Ceremony Room– Presentation system

No.	Requirement	Essential / Desirable	Room	Dependencies
3.3.1	<ul style="list-style-type: none"> Digital presentation system capable of displaying traditional presentations and videos Large wall mounted screens for display – dictated by room position and visibility Allows ‘plug and play’ device mirroring Capable of being set up/operated in an area without A/C 	E E E	Waiting area	
3.3.2	Video and audio presentation system suitable for webcasting and live streaming	E	Ceremony room	

3.4 Ceremony Room - Cameras

No.	Requirement	Essential / Desirable	Room	Dependencies
3.4	<ul style="list-style-type: none"> Fixed digital cameras to allow recording of HD quality images Picture quality sufficient to enable future webcasting 	E	Ceremony room	Screens/monitors

3.5 IT requirements

No.	Requirement	Essential / Desirable	Room	Dependencies
3.5.1	Updated software to support any new systems and any required licences	E	n/a	
3.5.2	Warranties for each piece of equipment	E	All	
3.5.3	Staff training to use any new equipment	E	All	

3.6 Registration Area – Other requirements

No.	Requirement	Essential / Desirable	Room	Dependencies?
3.6.2	Surveys and site visit	E	All	
3.6.3	Passes User Acceptance Testing	E		
3.6.4	Installation of any new equipment	E	All	
3.6.5	Wifi connectivity	E	All	

4. Maintenance Services for Audio Visual Equipment and Conference System at the Civic Offices (Council Chamber, Group Rooms, Registrars and Coroners Areas)

No.	Requirement	Essential / Desirable	Room	Dependencies
4	<p>Ongoing maintenance service for all AV and PA equipment and conference system within the Civic Offices, of any new equipment essential to delivering the essential solutions within this document.</p> <p>Ongoing support/call out for systems for service and breakdown (equipment failure)</p> <p>KPIs for response times:</p> <ol style="list-style-type: none"> 1. Calls logged and responded to in 15 minutes 2. Technical Telephone Response in 15 minutes 3. Engineers on site for 8 working hour response 4. Callouts resolved in 24 hours 5. "Like for like" loan equipment supplied within 24 hours <p>Preventative maintenance/service inspections at six month intervals (twice a year) for all equipment.</p> <p>At the conclusion of each inspection, Preventative Maintenance Reports to be sent within 7 days detailing full equipment checks, the general condition of the system, and recommendations of current integrity of the system and possible improvements or enhancements in the future, to include cost saving suggestions.</p> <p>The price submitted for the cover should exclude any visit to rectify faults, call outs, parts & labour and upgrades. This will be invoiced at the prevailing rates giving preferred supplier rates for labour and materials.</p>	E	All	