

# Kelmscott School Expansion Project 2023

Invitation to Tender in respect of ICT equipment and installation services  
for the new facilities at 245 Markhouse Road, Walthamstow, London E17  
8DN

**Date: 21<sup>th</sup> March 2023**

**Version 1.0**

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## OVERVIEW

Nexus Associates has been appointed by the London Borough of Waltham Forest (LBWF) to support the design teams and process by analysing and managing the integration of ICT related elements of the project. This document sets out the ICT equipment requirements of the new teaching building at Kelmscott School along with the services to install and configure the equipment.

**The wider solution.** The project objective is to expand Kelmscott School, a secondary school, by providing additional classrooms, office spaces and an AP unit. This is achieved by providing a new teaching building. All these spaces require provision of new ICT equipment.

**The process.** Nexus Associates have performed an analysis of the requirements based on meetings with the school discussions with their support team and an understanding of the existing and proposed infrastructure, as well as our experience of the requirements and management of similar projects in the past.

**The proposed outcome.** Nexus Associates has developed a detailed list of equipment and services that are required and provided this below. The preferred bidder will supply and install the proposed equipment as detailed, in all three elements.

**Clarifications.** Any queries relating to the information contained within this document, the specification, requirements or timelines should be submitted via ProContract.

**Orders and Invoicing.** This process is being run by and procured primarily by LBWF, as such the order for the main elements will be from LBWF and so invoices will be sent to LBWF. Please note however, that some of the costed options, if taken, will be ordered directly by the school and so therefore invoices for items ordered by the school should be sent to the school.

## PROGRAMME

- Invitation to tender – 22/03/2023
- Clarifications Issued by – 27/03/2023
- Clarification responses by – 28/03/2023
- Close Date – 30/03/2023
- Award Date – 04/04/2023
- Delivery of switching equipment – 17/07/2023
- Commencement of switching onsite – 17/07/2023
- Switching completed for Builder to commission CCTV and Access Control – 21/07/2023
- Delivery of equipment – 07/08/2023
- Commencement onsite – 07/08/2023
- Completed by – 11/08/2023

## ITT RESPONSE INFORMATION REQUIRED

In addition to the information required for each of the three elements below, responses to the following quality questions are also required.

- Value for Money – Please describe how the products and services you are offering will provide value for money to this project. Your response should reference both whole of life cost and quality. **Maximum 200 words**
- Customer Service – Please describe how you ensure that you provide consistently excellent levels of customer service. **Maximum 200 words**

## NETWORK INFRASTRUCTURE

**Solution Proposals.** The installation of a 145no port Cat 6 passive infrastructure for the new building will be carried out by the builder, as part of the building contract. This will include a OM4 fibre connection back to the Server Room in the schools main building and provision of the Data Cabinet with PDU.

Bidders are to provide a new switching and wireless infrastructure to support teaching and learning in the new building. Data points have been allocated at high level to support the installation of WAPs.

### PREREQUISITE INFORMATION

- A survey of the existing infrastructure may need to be undertaken to ensure that the legacy and new equipment can be appropriately configured to work together.
- Existing network equipment consists of
  - Dell N4032F Core Switches
  - Dell N2048P Edge Switches
  - 2no Ruckus Zone Director 3000 Wireless Controllers
  - Ruckus ZoneFlex 7982 Wireless Access Points
- The schools existing wireless solution is outdated and no longer supported. Therefore, bidders are to provide a new wireless solution for the new building, and parts of the old building that operates independently of the existing system

### EQUIPMENT REQUIRED

- 2no 10g fibre transceiver for connection to the schools existing Dell N4032F Core switch
- 2no 48port Gb switches (minimum of 5 years manufacturer's warranty), stacked at a minimum of speed of 10Gb/s
- 1no 48port Gb PoE switch with SFP+ capability and 2no 10g fibre transceiver (minimum of 5 years manufacturer's warranty), stacked with the switches above
  - Costed option to uplift the switch above to provide a minimum of 14no mGig ports for the wireless access points, if this switch is from a different range to the other switches and so stacking isn't possible a 10Gb/s connection to the other switches will be acceptable.
- A managed enterprise level WiFi6 wireless solution with:-
  - 14no managed enterprise level WiFi6 wireless access points for deployment in the new building
  - 18no managed enterprise level WiFi6 wireless access points for deployment in existing building A
  - Costed option for 18no additional managed enterprise level WiFi6 wireless access points for deployment in existing building B
  - Minimum of 5 years manufacturer's warranty
  - Capable of expansion to a minimum of 80no wireless access points
- Costed option for 145no Cat6 Patch/Fly cables in varying lengths to support installation (colour coded to identify connected device types TBC)
- Costed option for 4no OM4 LC – LC Patch Leads

### INSTALLATION SERVICES REQUIRED

- Network design in coordination with incumbent managed service provider.
- Configuration of equipment as designed (including any required VLANs, QoS, and SSID settings).
- Physical installation of switches
- Physical installation of WAPs
- Coordination with building service providers for connected equipment (CCTV, Access control, BMS etc)

- Coordination with Telephony provider to implement VoIP handsets in the building
- Patching of all 145no data connections
- Testing and commissioning (with client and report issued)
- Handover Documentation including as installed configurations,

#### ITT RESPONSE INFORMATION REQUIRED

- Information on the responding company detailing any accreditations with vendors on the proposed equipment
- 2no case studies of similar solutions provided elsewhere in the past 12 months (with contact details)
- A detailed equipment list with unit costs of items
- A detailed installation breakdown by engineer type and day rate.
- A list of day rates for different resource types should variations to work be introduced.
- We are aware that there are currently long lead times on some switching and wireless equipment. We therefore require confirmation that the equipment to be provided is readily available and will be provided on date outlined in the programme or confirmation on how the supplier will deal with a delay to the supply of the kit.

## CLIENT DEVICES

**Solution Proposals.** As a result of the changes to the facilities, additional end user equipment is required.

### EQUIPMENT REQUIRED

- 10no Teacher Computers Gen 11, 12 or 13 i5 based 'All in One' device with 16gb RAM, 256GB SSD and minimum 19" screen. Wired mouse and keyboard required. (min 3-year warranty). The device must feature an HDMI and USB-A port or adapters for connection to the interactive screens being provided in the next section.
- 14no Staff Computers Gen 11, 12 or 13 i5 based 'All in One' device with 16gb RAM, 256GB SSD and minimum 19" screen. Wired mouse and keyboard required. (min 3-year warranty).
- Costed option for 68no Staff/Student Computers Gen 11, 12 or 13 i5 based 'All in One' device with 16gb RAM, 256GB SSD and minimum 19" screen. Wired mouse and keyboard required. (min 3-year warranty).
- 3no HP LaserJet Pro M404dw Printers

### INSTALLATION SERVICES REQUIRED

- Unboxing and placement of all devices into assigned areas
- Disposal of all associated waste
- Working with the school's IT team to
  - Create Windows 10 deployment images on schools existing Microsoft SCCM solution
  - Image and bind all new computers to the school's network
  - Configure printers on the school's network
- Testing and commissioning (with client/school and report issued)
- Configuration of Printers

### ITT RESPONSE INFORMATION REQUIRED

- 2no case studies of similar solutions provided elsewhere in the past 12 months (with contact details)
- Information on the responding company detailing any accreditations with vendors on the proposed equipment
- A detailed equipment list with unit costs of items
- Specification/data sheets for each piece of equipment to be provided

## CLASSROOM AV EQUIPMENT

**Solution Proposals.** As a result of the changes to the facilities, additional AV solutions are being introduced in the new areas.

### PREREQUISITE INFORMATION

- No existing cabling will be reused to ensure reliability and warranties moving forward

### EQUIPMENT REQUIRED

- 10no 75" Smart Technologies GX Series Interactive touch panel screen with appropriate sound solution (minimum 5-year warranty)
- Costed option for 3no additional 75" Smart Technologies GX Series Interactive touch panel screen with appropriate sound solution (minimum 5-year warranty) for installation in existing buildings
- Costed option for 1no 43" Hard Glass screen
- Costed option for 14no cabling looms and faceplates to support HDMI, VGA, Audio and USB for screens
- 11no 2 metre HDMI fly leads
- 10no 2 metre USB fly leads
- 11no Wall mounts (if not included with new screens)
- Costed option for 3no Wall mounts (if not included with new screens)
- Dado take-off adapters and dado as needed, to hide AV cabling from builder provided dado to the screens

### INSTALLATION SERVICES REQUIRED

- Mounting of 10no new classroom screens
- Costed option for mounting of 3no new classroom screens in existing buildings
- Costed option for mounting of 1no Hard Glass screen
- Cabling to screens through contractor provided dado containment to contractor provided double backbox in dado.
- Termination to installer provided faceplate.
- Testing and commissioning (with client/school and report issued)

### ITT RESPONSE INFORMATION REQUIRED

- Information on the responding company detailing any accreditations with vendors on the proposed equipment
- 2no case studies of similar solutions provided elsewhere in the past 12 months (with contact details)
- A detailed equipment list with unit costs of items
- A detailed installation cost breakdown by engineer type and day rate.
- A list costs for of day rates for different resource types should variations to work be introduced.
- We are aware that due to coronavirus, availability of IT equipment has been affected. We therefore require confirmation that the equipment to be provided is readily available and will be provided on date outlined in the programme.

## SCORING

The scoring for this ITT will be as follows:

### Quality Questions

The quality questions required for this response will be scored as follows:

Criteria	Score
Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements	5
Response is relevant and good with sufficient detail to demonstrate a good understanding of the requirements.	4
Response is relevant and acceptable and demonstrates a broad understanding of the requirements.	3
Response is partially relevant but generally poor demonstrating some elements of the requirements but with insufficient/limited detail.	2
Inadequate response. Fails to demonstrate an understanding of the requirements.	1
No or irrelevant response.	0

### Case Studies

These will not be scored but contact details must be provided so that the reference sites can be contacted to validate the information.

### Equipment list and Unit Costs

Compliant solutions will be ranked in price order with the lowest price being awarded full marks (5). Other bidders scores will be reduced by 1 mark for every 2% increase in cost over the lowest bid.

### Items that will not be scored

The following items will not be scored but will be evaluated as part of the bidding process:

- Bidding company information including accreditations.
- Installation breakdown by engineer type and day rates
- Day rates
- Costed options.