

Leyton Green Partnership Project

Invitation to Tender in respect of equipment and installation services for the new and remodelled facilities at Belmont Park School, 101 Leyton Green Road, Leyton, London E10 6DB

Date: 12th June 2019

Version 1.2

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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 and remodelled spaces within Belmont Park School along with the services to install and configure the equipment.

The wider solution. The project objective is to expand Belmont Park School, a special secondary school, by providing additional vocational teaching spaces. This is achieved by refurbishment and remodelling of existing spaces, the addition of a new construction and catering block and extensions to include a Gym and music/drama facilities. The School will also be occupying the first floor of the adjacent Therapy Centre once complete to provide additional 1:1 and meeting spaces. All of these spaces require either decant of existing equipment or installation of new.

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 service that are required and provided this below. The preferred bidder will supply and install the proposed equipment as detailed.

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

ITT RESPONSE INFORMATION REQUIRED

In addition to the information required for each of the three lots 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**

LOT 1 – NETWORK EQUIPMENT

Solution Proposals. As a result of the changes to the facilities, additional communications cabinets are being introduced in two new areas and an additional cabinet is being introduced to the existing central communications hub/server room space. A new wireless infrastructure is also required to support the coverage of as much of the new spaces as possible. Data points have been allocated at high level to support the installation of WAPs in the new and remodelled areas.

PREREQUISITE INFORMATION

- A survey of the existing infrastructure will need to be undertaken to ensure that the legacy and new equipment can be appropriately configured to work together.
- Existing network equipment consists of 2no HP Procurve 2510G 48 Port switches, 1no HP Procurve 2510G 24 Port switch and 1no Netgear GS748TS 48 Port switch.
- The existing wireless solution is not fit for purpose.
- A new server infrastructure is planned to be installed by the incumbent managed support provider during the installation phase so coordination with this provider will be required.

EQUIPMENT REQUIRED

- Construction and Catering
 - 1no 48port Gb PoE switch with SFP+ capability and 10g fibre transceiver (lifetime warranty)
 - 5no managed enterprise level 802.11ac wireless access points
- Drama Extension
 - 1no 48port Gb PoE switch with SFP+ capability and 10g fibre transceiver (lifetime warranty)
 - 4no managed enterprise level 802.11ac wireless access points
- Gym (connected to existing server room)
 - 1no managed enterprise level 802.11ac wireless access points
- Therapy - First Floor
 - 1no 48port Gb PoE switch with SFP+ capability and 10g fibre transceiver (lifetime warranty)
 - 2no managed enterprise level 802.11ac wireless access points
- Remodelled Spaces (existing server room)
 - 1no 48port Gb PoE switch with 4no SFP+ capability and 3no 10g fibre transceivers (lifetime warranty)
 - 5no managed enterprise level 802.11ac wireless access points
- 300no Cat6 Patch/Fly cables in varying lengths to support installation (colour coded to identify connected device types TBC)

INSTALLATION SERVICES REQUIRED

- Network design in coordination with incumbent managed service provider.
- Configuration of equipment as designed (including any required VLANs and QoS settings).
- Physical installation of switches
- Physical installation of WAPs
- Coordination with building service providers for connected equipment (CCTV, Access control, BMS etc)
- Patching of all live devices
- Testing and commissioning (with client 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 breakdown by engineer type and day rate.
- A list of day rates for different resource types should variations to work be introduced

PROGRAMME

- Invitation to tender – 14/06/2019
- Clarifications Issued by – 28/06/2019
- Clarification responses by – 05/07/2018
- Close Date – 12/07/2019
- Award Date – 19/07/2019
- Commencement onsite – 19/08/2019
- Remodelled and Construction and Catering Works Completed by – 30/08/2019
- Music and Drama and Therapy First Floor Completed by – 25/10/2019

LOT 2 – CLASSROOM AV EQUIPMENT

Solution Proposals. As a result of the changes to the facilities, additional AV solutions are being introduced in the new areas and existing equipment will require removal to a secure storage location in the school during remodelling works and refitting following this work.

PREREQUISITE INFORMATION

- A survey of the existing installations may be required to confirm all existing mounts are reusable.
- Existing AV equipment consists primarily of BenQ RP653K 65” interactive touch panel screens with integrated soundbars.
- No existing cabling will be reused to ensure reliability and warranties moving forward

EQUIPMENT REQUIRED

- Construction and Catering
 - 3no 65” Interactive touch panel screen with appropriate sound solution (minimum 5 year warranty)
 - 1no 40” Digital Signage screen with network connection and built in media/presentation player solution
- Drama Extension
 - 1no 86” Interactive touch panel screen with appropriate sound solution. May be integrated with installation sound solution. (min. 5 year warranty)
- Gym (connected to existing server room)
 - 1no 65” Interactive touch panel screen with appropriate sound solution (minimum 5 year warranty)
- Therapy - First Floor
 - 1no 65” Interactive touch panel screen with appropriate sound solution (minimum 5 year warranty)
 - Appropriate Mobile Stand for above
- Remodelled Spaces (existing server room)
 - 1no 65” Interactive touch panel screen with appropriate sound solution (minimum 5 year warranty)
- 12no cabling looms and faceplates to support HDMI, VGA, Audio and USB
- Wall mounts (if not included with screens)

INSTALLATION SERVICES REQUIRED

- Mounting of 6no new classroom screens into new and remodelled areas
- Assembly and mounting of 1no mobile screen on first floor of therapy building
- Mounting of 1no digital signage screen into the catering and construction building.
- Removal to storage of 6no Existing mounted Screens and 2no mounted projectors.
- Mounting of 6no legacy classroom screens into new and remodelled areas.
- 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 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 breakdown by engineer type and day rate.
- A list of day rates for different resource types should variations to work be introduced

PROGRAMME

- Invitation to tender – 14/06/2019
- Clarifications Issued by – 28/06/2019
- Clarification responses by – 05/07/2018
- Close Date – 12/07/2019
- Award Date – 19/07/2019
- Commencement onsite – 24/07/2019
- Removal to storage completed by – 25/07/2019
- Installation to remodelled areas and Construction and Catering commence - 26/08/2019
- Installation to remodelled areas and Construction and Catering completed by – 30/08/2019
- Installation to Music and Drama commence - 21/10/2019
- Installation to Music and Drama completed by – 25/10/2019

LOT 3 – CLIENT DEVICES

Solution Proposals. As a result of the changes to the facilities, additional Computers are being introduced in the new areas and existing equipment will require removal to a secure storage location in the school during remodelling works and re-installing following this work.

PREREQUISITE INFORMATION

- A condition survey of the existing equipment should be undertaken prior to moving to agree present state.
- Existing computers consist primarily of Dell 'All In One' devices.
- No existing cabling will be reused to ensure reliability and warranties moving forward

EQUIPMENT REQUIRED

- Construction and Catering
 - 13no i5 based 'All in One' device with 8gb RAM and minimum 19" screen. Wired mouse and keyboard required. (min 3 year warranty)
- Drama Extension
 - 3no i5 based 'All in One' device with 8gb RAM and minimum 19" screen. Wired mouse and keyboard required. (min 3 year warranty)
- Gym (connected to existing server room)
 - 6no i5 based 'All in One' device with 8gb RAM and minimum 19" screen. Wired mouse and keyboard required. (min 3 year warranty)
- Therapy - First Floor
 - No Requirement
- Remodelled Spaces (existing server room)
 - 16no i5 based 'All in One' device with 8gb RAM and minimum 19" screen. Wired mouse and keyboard required. (min 3 year warranty)

INSTALLATION SERVICES REQUIRED

- Decant to storage of legacy devices (approximately 25 devices)
- Decant from storage legacy devices to revised locations (approximately 25 devices)
- Unboxing and placement of all devices into assigned areas
- Disposal of all associated waste.

ITT RESPONSE INFORMATION REQUIRED

- 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

PROGRAMME

- Invitation to tender – 14/06/2019
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- Clarification responses by – 05/07/2018
- Close Date – 12/07/2019
- Award Date – 19/07/2019
- Commencement onsite – 24/07/2019

- Removal to storage completed by– 25/07/2019
- Installation to remodelled areas and Construction and Catering commence - 26/08/2019
- Installation to remodelled areas and Construction and Catering completed by – 30/08/2019
- Installation to Music and Drama commence - 21/10/2019
- Installation to Music and Drama completed by – 25/10/2019

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 0.5% increase in cost over the lowest bid. Bidders whose scores are 2.5% more expensive, or higher, will be awarded zero marks.

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