



3 Specification

Contract Reference

T00916GS

Contract Title

Supply of PA and Recording Equipment

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1 Specification

1.1 Overall Scope and Nature of the Requirement

Torbay Council requires supply of Public Address (PA) and recording equipment for its Council meetings and Development Management Committee meetings which are currently held at the Riviera International Conference Centre, Chestnut Avenue, Torquay, TQ2 5LZ. The meetings may be held in alternative venues if required and equipment would be expected to be provided for these meetings.

The Authority is looking for a company to provide PA and recording equipment for these meetings. There will be two parts to the Contract – Lot 1 supply of PA and recording equipment to Council meetings and Lot 2 supply of PA and recording equipment to Development Management Committee meetings. The Contract(s) will be up to two years with an option to extend up to a period of two further years.

As per section 1.4 of 2 Information, The maximum available annual budget for this Contract (exclusive of VAT) is £9,500 per annum. Where an Applicant's annual price exceeds this amount their bid will not be evaluated further, their submission will be rejected and they will be notified accordingly.

1.2 Division of Contract into Lots

This Contract is being divided into two (2) Lots:

- Lot One: supply of PA and recording equipment to Council meetings;
- Lot Two: supply of PA and recording equipment to Development Management Committee meetings.

Applicants may submit Tenders, for Lot 1 and/or Lot 2. Applicants are not limited to the number of Lots they apply for or the number of Lots they may be awarded.

The Authority will consider different suppliers for Lots 1 and 2.

Applicants can submit Tenders for both Lots One (1) and Two (2) Applicants must ensure that all of the Mandatory Requirements (below) will be met.

Each Lot will be evaluated separately. A separate Contract will be awarded for each Lot. Should Lots One (1) and Two (2) be awarded to a single Applicant the Authority reserves the right to issue a single Contract.

There may also be an additional requirement during the Contract period for supply of PA and/or recording equipment for any other Torbay Council functions (if required). The Authority cannot advise on anticipated use of this additional requirement. Applicants are requested to submit **all** required costs within 5 Pricing Submission, but should note that submitted costs will be for information purposes only and will not be scored as part of the Pricing evaluation. However, Applicant's submitted prices may be used as the actual Contract costs for these additional requirements, should the Applicant be successfully awarded the Contract.

1.3 Mandatory Requirements

- 1.3.1 From 1 February 2017, the successful Applicant must provide PA and recording equipment for scheduled Council meetings (Lot 1) and/or Development Management Committee meetings (Lot 2) and all 'ad-hoc' meetings.
- 1.3.2 Torbay Council's Governance Support Team will notify the successful Applicant at the earliest opportunity, on all of the Council meeting dates throughout the calendar year, as soon as the dates have been confirmed.

Lot 1 – Council meetings (approximately 11 per year). A sample of meeting dates for 2016/2017 are below – meetings are usually held around the same time each year:

- 9 May 2017 (annual Council)
- 10 May 2017 (adjourned annual Council)
- 20 July 2017
- 13 September 2017
- 19 October 2017
- 27 October 2016
- 7 December 2017
- 1 February 2018
- 8 February 2018
- 22 February 2018
- 19 April 2018

Lot 2 – Development Management Committee every four weeks from 8 May 2017 (12 meetings).

- 1.3.3 The successful Applicant(s) will provisionally book the equipment for all Council meeting dates (Lot 1) and/or all Development Management Committee meetings dates (Lot 2) upon notification of the dates in the provisional calendar of meeting, which will be confirmed in May each year after the annual Council meeting.
- 1.3.4 Lot 1 - The Council meetings are normally held on a Thursday (except the Annual Council and adjourned budget meeting in February) and usually start at 5.30 p.m, but may start at 2.00 p.m. or earlier if there is a lot of business and usually finish by 9.30 p.m. The exact start time of the meeting will be confirmed one week prior to the meeting. The Annual Council meeting starts at 11.00 a.m. and lasts approximately two hours and usually adjourns to later that day or 5.30 p.m. the following day.
- 1.3.5 The PA and recording system will be set up one hour before the start of the meeting and taken down as soon as possible after the meeting has finished. Access to the set up meeting room will be from 11.00 a.m. (or earlier if the meeting starts earlier

than 5.30 p.m.) The MP3 recording will be available to the Governance Support Team by no later than 12.00 noon the day after the meeting.

- 1.3.6 There are approximately eleven meetings per year. There may be more or less meetings depending on demand.
- 1.3.7 Lot 2 - The Development Management Committee meetings are normally held on a Monday (except if the Monday is a bank holiday where it will normally be held on the Tuesday) and usually start at 2.00 p.m. and usually finish by 6.00 p.m.
- 1.3.8 To set up two interlinked laptop(s) and projectors (provided by the venue) and a dummy 14 inch screen to mirror the presentation (to be provided by the supplier) at the meeting.
- 13.9 The PA and recording system will be set up one hour before the start of the meeting and taken down as soon as possible after the meeting has finished. Access to the set up meeting room will be from 11.00 a.m. The MP3 recording will be available to the Governance Support Team by no later than 12.00 noon the day after the meeting.
- 1.3.10 There is approximately twelve meetings per year. There may be more or less depending on demand.
- 1.3.11 The PA equipment must be of a suitable clarity and quality to be clearly audible throughout the room and be adjustable to compensate for any quiet speakers during the meeting. The recording equipment must be of suitable clarity to be clearly audible in MP3 format which will be made available on the Council's website after the meeting. The supplier will be expected to have a flexible approach to any improvements to the layout or system suggested by the Governance Support Team to ensure the best use of the equipment. The equipment shall include an override button for the Chairman or Monitoring Officer to enable them to quiet other microphones within the room if necessary.

1.4 Further Services Offered

The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

1.5 Awarding the Contract on Behalf of Other Contracting Authorities

- 1.5.1 The Authority is purchasing on behalf of other contracting authorities: No