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Planning

## **Meeting Room Equipment and Software**

Wrexham County Borough Council

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-009961

Procurement identifier (OCID): ocds-h6vhtk-02ae5a

Published 7 May 2021, 12:54pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Wrexham County Borough Council

Commissioning Procurement and Contract Management Unit, Lampbit Street

Wrexham

LL11 1AR

#### **Contact**

Rachel Glynn

#### **Email**

[rachel.glynn@wrexham.gov.uk](mailto:rachel.glynn@wrexham.gov.uk)

#### **Telephone**

+44 1978292792

#### **Country**

United Kingdom

**NUTS code**

UKL23 - Flintshire and Wrexham

**Internet address(es)**

Main address

[www.wrexham.gov.uk](http://www.wrexham.gov.uk)

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0264](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0264)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Meeting Room Equipment and Software

Reference number

Proc-21-07

**II.1.2) Main CPV code**

- 55120000 - Hotel meeting and conference services

### **II.1.3) Type of contract**

Services

### **II.1.4) Short description**

Meeting Room Equipment and Software

### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.3) Place of performance**

NUTS codes

- UKL23 - Flintshire and Wrexham

Main site or place of performance

Wrexham

### **II.2.4) Description of the procurement**

Meeting Room Equipment and Software

## **II.3) Estimated date of publication of contract notice**

28 June 2021

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

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## Section VI. Complementary information

### VI.3) Additional information

As part of the authorities Modern Ways of Working Programme Wrexham County Borough Council are currently undergoing a programme of work to modernise office accommodation.

This includes provision/renewal of Audio/Visual equipment in meeting rooms. We would like to invite experienced AV suppliers to advise on Hardware products and enterprise solutions that can meet the following criteria as a minimum:

The ability to conduct a hybrid meeting over leading video conferencing platforms including Microsoft Teams, Zoom, Google Meet, GoToMeeting. In addition to provision of suitable screen / camera and speakers this should also include the ability to screenshare a presentation wirelessly from a Windows, ios or Android device. This will be required in meeting rooms that are a range of sizes.

Our initial requirements in the first building are:

Extra Large Meeting (22 people) x 1

Large Meeting Rooms (12-16) x 7

Medium Meeting Rooms (6-8) x 8

Small Meeting Rooms (4 people) x 6

This Meeting room setup will then serve as a blue print for subsequent buildings as refurbishment continues across the estate.

Please can you send an overview of your responses to Rachel Glynn, Category Manager by 14th May 2021 via [rachel.glynn@wrexham.gov.uk](mailto:rachel.glynn@wrexham.gov.uk)

(WA Ref:110436)