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Tender

Webcasting & Hybrid Meetings Solution (Council Chambers)

North Ayrshire Council

F02: Contract notice

Notice identifier: 2023/S 000-010155

Procurement identifier (OCID): ocids-h6vhtk-03bd4c

Published 6 April 2023, 1:00pm

Section I: Contracting authority

I.1) Name and addresses

North Ayrshire Council

Cunninghame House, Friars Croft

Irvine

KA12 8EE

Contact

Fiona Wilson

Email

fionawilson@north-ayrshire.gov.uk

Country

United Kingdom

NUTS code

UKM93 - East Ayrshire and North Ayrshire mainland

Internet address(es)

Main address

<http://www.north-ayrshire.gov.uk>

Buyer's address

http://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00337

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk>

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Webcasting & Hybrid Meetings Solution (Council Chambers)

Reference number

NAC/5149

II.1.2) Main CPV code

- 32321200 - Audio-visual equipment

II.1.3) Type of contract

Supplies

II.1.4) Short description

North Ayrshire Council are seeking a supplier to provide an integrated audio-visual solution within the Council Chambers of Cunninghame House, Irvine to allow hybrid meetings to take place with the option of live streaming of the proceedings to the internet.

II.1.5) Estimated total value

Value excluding VAT: £209,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 32320000 - Television and audio-visual equipment
- 51310000 - Installation services of radio, television, sound and video equipment
- 50000000 - Repair and maintenance services

II.2.3) Place of performance

NUTS codes

- UKM93 - East Ayrshire and North Ayrshire mainland

Main site or place of performance

Council Chambers, Cunninghame House, Irvine, KA12 8EE

II.2.4) Description of the procurement

North Ayrshire Council require an integrated solution to allow the Council Chambers to host wholly physical meetings (where microphones and display screens/arrays may be used) and hybrid meetings (where some participants may be in the Chambers and others participating remotely using the Microsoft Teams remote platform, with both physical and remote attendees able to see and hear each other). The proceedings of wholly physical and hybrid meetings must be capable of being live-streamed to the internet, as required, and a recording retained thereafter.

The contract is to include:

- Installation of AV solution and equipment required to deliver the above
- An assessment of existing Council-owned equipment (microphones, cameras, display screens and speaker sound bars) to establish what is capable of being re-used and upgrade of existing equipment as may be required
- Decommissioning of any equipment not capable of being re-used
- Maintenance of system and ongoing support
- Provision of staff training in use of the system

The contract will be for a period of 5 years with the option to extend for up to a further 24 months. The contract will be let under North Ayrshire Council's Terms & Conditions for the Purchase of Goods and any related services (NACTC4).

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 40

Price - Weighting: 60

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The contract will be for a period of 5 years with the option to extend for up to a further 24 months.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

If required, bidders are required to be enrolled in the relevant professional or trade registers within the country in which they are established.

Bidders must confirm if they hold the particular authorisation or memberships. The contractor or sub-contractor responsible for electrical installation must have membership of NICEIC or equivalent.

III.1.2) Economic and financial standing

List and brief description of selection criteria

Bidders will be required to have a minimum yearly “specific” turnover of 250,000 GBP for the last 3 years in the business area covered by the contract.

North Ayrshire Council reserve the right to review the bidder's financial information using company watch financial analytics at tender stage and throughout the life of the contract. If the bidder's financial health score (H-Score) is 25 or less further information/clarifications will be requested to ensure the equivalent economic and financial standing is adhered too. If this information or the clarifications are not satisfactory, the bidder will be excluded from the tender process.

Bidders who cannot meet the required level of turnover will be excluded from this tender.

Where turnover information is not available for the time period requested, the bidder will be required to state the date which they were set up or started trading.

It is a requirement of this contract that bidders hold, or can commit to obtain prior to the commence of any subsequently awarded contract, the types and levels of insurance indicated below:

Employer's (Compulsory) Liability Insurance = 10,000,000 GBP in respect of any one event

<http://www.hse.gov.uk/pubns/hse40.pdf>

Public Liability Insurance 5,000,000 GBP in respect of any one event

Product Liability Insurance 5,000,000 GBP in the aggregate

Professional Indemnity Insurance 1,000,000 GBP in the aggregate

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders are required to provide a minimum of 2 examples of supply contracts carried out in the past 3 years that demonstrates they have the relevant experience to deliver the supplies described in the Contract Notice. The supplies must be of a similar value, size and scope. Unsatisfactory experience will result in exclusion from the tender process.

Bidders must also provide 2 satisfactory references for the same 2 contracts on the reference templates provided. References must be completed and signed by previous customers for contracts of a similar value, size and scope. If any of the referees score the bidder less than 2 the bidder will be excluded from the tender process.

Completed experience and reference templates must be zipped and uploaded at question 4C.1 of the qualification envelope.

Bidders will be required to provide evidence that their organisation has taken steps to build their awareness of the climate change emergency and how they will respond. Accepted evidence includes but is not limited to:

- a completed copy of the Bidder 'relevant contract' Climate Change Plan Template, including planned projects and actions to reduce the bidder's carbon emissions. This does not need to contain calculated carbon emissions.

Bidders are required to confirm whether they intend to subcontract and, if so, for what proportion of the contract.

Bidders who intend to subcontract more than 25% to any individual organisation must ensure the SPD (Scotland) - Subcontractors Supplier Response is completed and uploaded at question 2D.1.2 of the qualification envelope.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

16 May 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 12 September 2023

IV.2.7) Conditions for opening of tenders

Date

16 May 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: April 2030

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Lots are not being used for this tender for the reason(s) stated below:

Nature of the contract not suitable for lots.

Delivery of the contract is location specific.

Quality Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or a documented policy regarding quality management, see attachment at SPD question 4D.1.

Health and Safety Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with ISO 45001 (or equivalent) or have, within the last 12 months, successfully met the assessment requirements of a construction-related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum or the bidder must have a regularly reviewed and documented policy for Health and Safety management, see attachment at SPD question 4D.1.

Environmental Management Procedures

1. The bidder must hold a UKAS (or equivalent) accredited independent third-party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or a valid

EMAS (or equivalent) certificate or the bidder must have a regularly reviewed documented policy regarding environmental management, see attachment at SPD question 4D.2.

Bidders may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23901. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

Community benefits are included in this requirement. For more information see:

<https://www.gov.scot/policies/public-sector-procurement/community-benefits-in-procurement/>

A summary of the expected community benefits has been provided as follows:

Community benefits will be required on a voluntary basis for:

- Employment
- Employability & Skills
- SMEs
- TSOs
- Education
- Community Wish List (<http://northayrshire.community/community-benefits-wishlist-application-form/>)

(SC Ref:728269)

VI.4) Procedures for review

VI.4.1) Review body

Kilmarnock Sheriff Court

Sheriff Court House, St Marnock Street

Kilmarnock

KA1 1ED

Telephone

+44 1563550024

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/>