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Tender

## **HBC 0824 Provision of Audio visual and connectivity equipment and support**

Hertsmere Borough Council

F02: Contract notice

Notice identifier: 2024/S 000-026217

Procurement identifier (OCID): ocds-h6vhtk-048bcd

Published 16 August 2024, 4:32pm

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

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

Hertsmere Borough Council

Elstree Way

Borehamwood

WD6 1WA

#### **Contact**

Procurement

#### **Email**

[Kirsten.brown@hertsmere.gov.uk](mailto:Kirsten.brown@hertsmere.gov.uk)

#### **Telephone**

+44 2082072277

**Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

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

**I.3) Communication**

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

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Tenders or requests to participate must be submitted to 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**

HBC 0824 Provision of Audio visual and connectivity equipment and support

Reference number

HC280

#### **II.1.2) Main CPV code**

- 51300000 - Installation services of communications equipment

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

Services

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

Hertsmere Borough Council is currently out to procurement for Provision of Audio visual and connectivity equipment and support The Council requires a refresh on the Chambers technology which is over 10 years old. The cabling and technology setup needs updating to bring it up to date and to resolve some of the current reported problems and workarounds that are in place. The council requires a fully digital system and to ensure that there will be no interference from external sources. The supplier is required to source, deliver, install, and maintain good-quality Audio-Visual equipment and software. For the purposes of this tender process, access to the chamber is from the 22 November 2024 with completion by the 15 January 2025 at the latest. All dates are subject to change. The maintenance period shall start from the date of final agreed handover and for 3 years with an additional 2-year extension available.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 51300000 - Installation services of communications equipment

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

NUTS codes

- UKH23 - Hertfordshire

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

Scope: The supplier is required to source, deliver, install, and maintain good-quality Audio-Visual equipment and software. For the purposes of this tender process, access to the chamber is from the 22 November 2024 with completion by the 15 January 2025 at the latest. All dates are subject to change. The maintenance period shall start from the date of final agreed handover and for 3 years with an additional 2-year extension available. The AV equipment and software will need to be delivered and installed within this time period and ensure all snags and technical issues are resolved to allow full operation of the new services. Some training will be required to bring the Democratic Services and the Information & Digital Services teams up to date with managing and controlling the new systems. It should be noted that there is no storage capacity onsite, so it's crucial that this is factored into the delivery plan/schedule. The appointed contractor will need to deliver all required works to ensure that the new Technical and AV services are fully functional, as well as ensuring the area is cleaned and ready to function for council meetings.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

40

This contract is subject to renewal

Yes

## Description of renewals

At the councils sole discretion the support contract may be extended 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

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## **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

As detailed in the procurement documents

#### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

As stated in the procurement documents

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## **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

20 September 2024

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**

Duration in months: 6 (from the date stated for receipt of tender)

**IV.2.7) Conditions for opening of tenders**

Date

20 September 2024

Local time

12:00pm

Place

Online via <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

### **VI.3) Additional information**

Hertsmere Borough Council reserves the right to cancel the procurement and not to proceed with the long term contracts at any stage of the procurement process. Stevenage Borough Council also reserves the right not to award a contract. Neither Hertsmere Borough Council nor any person on whose behalf of whom this procurement is undertaken is to be liable for any costs incurred by those expressing an interest or tendering for these contracts. The Council reserves the right to carry out additional financial checks on all companies tendering for this Contract at any time during the procurement process, to ensure that they continue to meet the Council's requirements and remain financially viable to perform the Contract. Tenderers should note that the provisions of the Transfer of Undertakings (protection of Employment) Regulations 2006 may apply. To access this procurement opportunity please [visit www.supplyhertfordshire.uk](http://www.supplyhertfordshire.uk) and follow the on-screen guidance. Any clarifications regarding this opportunity must be raised through the Correspondence area in the eTendering system. If you are experiencing problems with the eTendering system, In-Tend offer a help section which includes a dedicated UK Support Desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or telephone +441144070065 for any website /technical questions, Monday to Friday 8:30 - 17:30. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law, including the Freedom of Information Act 2000. If the potential supplier considers that any of the information submitted in the proposal should not be disclosed because of its commercial sensitivity or for reasons of confidentiality, then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the potential supplier about such commercially sensitive or confidential information when considering any request received under the Freedom of Information Act 2000 before replying to such a request, but the decision of the Council in deciding whether an exemption applies is final. Please note the deadline for return and allow sufficient time to make your return as late returns will not be permitted.

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**



High Court

London

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Precise information on deadline(s) for lodging appeals: The Contracting Authority will incorporate a minimum 10 calendar day (when using electronic means) standstill period at the point information on the award of the Contract is communicated to tenderers. This period allows unsuccessful tenderers to challenge the decision to award a Contract before a contract is executed/signed (as appropriate). The Public Contracts Regulations 2015 ('Regulations') provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly and within the time limits as defined in the above regulations. Where a Contract has not been entered into the court may order the setting aside of the award decision or order the contracting authority to amend any document and may award damages. If the Contract has been entered into the court has the options to award damages and/or to shorten or order the Contract ineffective.