

RAUNDS TOWN COUNCIL



Report to: Full Council Film Equipment

Summary:

A report on installation of Film Equipment

1.0 Background

The Council has been awarded a grant of £6,996 towards the cost of film equipment in Saxon Hall, this must be match funded by the council giving a total budget of £13,992.

Local suppliers were invited to quote for the project and an invitation to quote was placed on "contracts finder" a government procurement website.

2.0 Specification

No technical information was provided, but each supplier has been given the following background information:

Raunds Town Council is keen to provide high quality sustainable facilities. The provision of audio -visual equipment at Saxon Hall is part of this.

The equipment is to be used for professional presentations and by groups and clubs using the Saxon Hall.

Importantly the Town Council has monthly film afternoons attended by over 150 residents each month, this is part of a project to tackle social isolation. The equipment must be suitable for this purpose and naturally the sound system is of paramount importance.

The equipment should be easy to use so that it is easily accessible to all groups.

The screen should be mounted in Hall 3 (see floor plans), Halls 1, 2 and 3 are connected by sliding panels and the space is opened to accommodate the number of users in the space at anyone time.

Sound: it must be possible to isolate the sound that it can be used in Hall 3 only or Hall 3 and 2 etc.

Audio: Suitable microphones should be provided so that the system can be used as a PA system, microphones should include handheld, radio and goose neck mic to cover a variety of purposes.

3.0 Response

The contracts finder invitation has had an overwhelming response with over 25 companies requesting further information, attending site visits and submitting quotations.

Although time consuming this has ensured a highly competitive process and suppliers attending site visits have given a lot of useful information, such as suggesting that any new ceiling tiles have acoustic backing, the need for a hearing loop and so on.

4.0 Procurement

At the extraordinary Council meeting in August it was delegated to the Clerk in

<p>consultation with the Chairman of the ELR committee to appoint a contractor to carry out the work.</p> <p>Careful analysis of the tenders was undertaken and the four companies who had detailed the highest specification equipment within budget were shortlisted. Further advice was then taken from a local expert and a preferred supplier was selected.</p> <p>The preferred contractor has now attended site for a second time and given a demonstration of the equipment, which was extremely positive.</p> <p>However, the local expert suggested that we may wish to consider improving the sound equipment. The preferred supplier was asked for costs to improve the sound equipment and a quotation was received:</p> <p style="text-align: center;">Upgrade too:-</p> <ul style="list-style-type: none"> - 4 x M1001 Media 10" RCF Speaker - 1 x Subwoofer Additional - 3 x GX5 Amplifier - Slimline Mounting Brackets - Credit for Ex-Demo Panasonic Projector (-£500) - Still with full warranty. <p style="text-align: center;">Total additional cost - £2147 + VAT</p> <p>The upgrade would substantially improve the quality of the sound. In addition the speakers are smaller so aesthetically more pleasing, and the speakers will not each require a separate power supply, this reduces the need for additional electrical work, which would have been met from a separate budget. This work would have cost approximately £769 (as per previous electrical installations)</p> <p>The true additional cost of the improved speakers/sound is therefore £1,378</p> <p><u>Recommendation</u> That the preferred supplier is approved to carry out the work That improved sound system is purchased with the additional funds being met through the Saxon Hall repairs and maintenance budget.</p>		
Implications:		
Council objectives:	To provide high standard sustainable facilities	x
Equalities & Human Rights	There are no equalities and human rights issues	x
Crime and Disorder	The proposal seeks to have a positive impact on anti-social behaviour	
Bio-diversity	There are no bio-diversity implications	x
Financial	There are no financial implications at this stage	
	There will be financial implications	x
	There is provision within the budget	x
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	x
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	x
	- Inherent risk score: - Residual risk score:	
Person originating this report: Kate Houlihan: Town Clerk		
Date: 3 September 2019		