

Hebden Royd Town Council

Tender Specification

Service: Hebden Bridge Picture House

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1. Definitions & Introduction

The following document comprises a specification to allow contractors to provide a quotation for the provision of a new cinema projection system at Hebden Bridge Picture House.

It should be noted that this contract will be awarded on a 20% quality and 80% price basis with value for money a consideration throughout.

1.1 Definitions

Throughout this document the following abbreviations/definitions are used:

HBPH	–	Hebden Bridge Picture House, New Road, Hebden Bridge.
The Project	-	All works associated with the provision of a new cinema projection installation at HBPH.
Contractor	-	The company or individual submitting a quotation and subsequently appointed to carry out the works specified in relation to the Project.
HRTC	-	Hebden Royd Town Council.
Provision	-	All aspects of the supply, installation and testing of the system and system components along with all other works associated with the project to ensure effective operation at hand over stage.
The installation	-	All elements comprising the new projection system including, but not restricted to, the electrical, electronic, mechanical and physical parts of the system.

1.2 Equivalence

Where a particular piece of equipment or manufacturer is named as part of the specification, it is acceptable to quote for an equivalent product.

Any equivalent items quoted for must be supplied with a list of any significant differences in performance specification from the original item requested.

1.3 Anticipated value of the contract

It is anticipated that the value of the contract shall be in the region of £60,000 net of VAT. Should the entire quote exceed the budget available, HBPH may select some of the equipment specified, therefore costings for all separate equipment is essential.

2.0 Context

2.1 Hebden Bridge Picture House

HBPH is a 500 seat capacity cinema centrally situated in Hebden Bridge.

The auditorium is approximately 30m x 15m, and largely undraped.

Open 363 days of the year and primarily used for cinema screenings some live events are presented as a regular feature of the programme. The cinema comprises one auditorium which is split into a Stalls (lower) seating area and the Circle (upper) seating area.

It screens a very wide variety of films ranging from new release blockbusters to art house classics and older films.

The Picture House requires a replacement Digital Laser Projector with appropriate pedestal and controls to replace the existing digital projector that is coming to the end of its operational life.

The system should be delivered to site and installed within one working day so as to ensure the continuity of operation at the Picture House.

The following schedule of equipment is provided as a minimum requirement.

Unless otherwise noted all equipment should be supplied as new.

Details of all warranties should be included as part of the quotation submitted.

- NC1843ML DC Laser Projector, Digital Cinema Projector, 4K, 18KLM
- NP-9LS16ZM1 Digital Cinema and LV (PH1202HL) lens
- Dolby IMS3-N-NB-S2TB, IMS3000 3x2TB image server with NEC faceplate.
- NUC PC for local control of IMS server and projector via pedestal mounted monitor.
- Installation of new projector and server

3.0 Requirement of the contract

3.1 Service to be provided and resource requirement

The contract requires the provision of the following services:

- a) Liase appropriately with the Picture House Manager prior to and during the duration of the contract.
- b) Supply and install all equipment detailed on the attached schedule, for a new cinema projection system at HBPH in line with current building regulations and the requirements of the Picture House management.
- c) Provision of all appropriately qualified and trained personnel to carry out the installation in line with Health and Safety requirements and HBPH guidelines.
- d) Comprehensive labelling and testing to relevant legal standards of all elements of the system.
- e) Provide expert guidance and advice to the Picture House Manager during installation.

- f) Provide information about known limitations and/or future proofing concerns of the new system.
- g) Provide a minimum of 4 hours staff training on a schedule to be agreed.
- h) All documentation, manuals and other data relevant to the operation and maintenance of the installation.
- i) Make good any and all damage, whether caused intentionally or unintentionally, to the fabric of the building that occurs as a consequence of the installation process. All such repairs to be made at the expense of the Contractor.

3.2 Tasks to be performed

The following tasks represent the minimum undertaking required to complete the project.

- a) Attend meetings as necessary prior to and during the installation and provide updates on the status of the installation as requested by the Picture House Manager.
- b) Produce relevant and comprehensive Health and Safety documentation prior to commencing on site, to include at least:
 - i) A full and accurate schedule of works
 - ii) Full method statement
 - iii) Comprehensive risk assessment
 - iv) Copies of all certificates of Public Liability, Employee Liability, Professional Indemnities and any other insurance relating to this project.

All Health & Safety documentation to be signed off by the Picture House Manager prior to work starting on site.

- c) Conduct all necessary visits to site and site surveys in order to fulfil all of the requirements of the contract.
- d) Carry out the installation as laid out in this specification unless otherwise agreed in advance and in writing with the Picture House Manager.

3.3 Performance standards

Upon completion all works shall comply with current relevant UK legislation, building regulations and guidance for electrical installations.

All works shall be carried out and completed in a professional and appropriate manner using recognised industry standard materials, equipment and practices.

All works to be carried out on a schedule to be agreed with the Picture House Manager.

4.0 Contract Management

The contract will be managed by both the Picture House Manager and the Town Clerk. All aspects of the administration of the contract should be passed through the above officers, including any variations subsequent to allocation of the contract.

The contract will be managed on a schedule to be mutually agreed between the Contractor and the Picture House Manager and the Town Clerk following the tender process.

5.0 Quotation submission format

All quotations should be submitted to the Town Clerk by the specified date and time.

Potential contractors are reminded therefore that quotation submissions for this must include:

- Proposed method statement for the job
- Detailed quotation for goods and services for digital installation
Including equipment details and specifications and individual costings for items of equipment
- Details of all warranties applicable
- A proposed schedule for the installation
- Details of the cost of the minimum 4-hour orientation period with technical staff.

6.0 Quotation process time line

Quotations requested: [28th January 2022](#)

Closing date and time for final submissions: noon 4th February 2022

Notification details: 11th February 2022

Should you be unsuccessful in your submission for this work you will be informed of the fact and if requested constructive feedback will be available.

7.0 Contract time line

Following the return of quotations and prior to the placing of orders or confirmation of the contract, a mutually agreed schedule for all works will be established.

It is anticipated that work on site would begin when all equipment is available for installation with 12 weeks of contract award.

Where there is failure to reach a mutual agreement on a schedule for the works the Council reserves the right to withdraw from the project without incurring costs or penalties and to re-allocate the project.