



Parish Hall LED Stage Lighting and Infrastructure Specification and Functional Requirements August 2023

1. Introduction

The Council is seeking to enter into a contract for the purchase and installation of LED stage lighting, lighting desk, rigging and electrics for the Parish Hall as detailed in the outline of the specification of works required.

The Council owns the Parish Hall, 19 Maldon Road, Great Baddow, Chelmsford, Essex, CM2 7DW.

2. The Installation and Works

The installation and works required are outlined in the specification below. The tenderer must provide details of how each installation will be delivered and the level of quality standards that will be provided.

The contract commencement date is anticipated to be November/December 2023.

Response Requirements

Any questions regarding the quote should be submitted to the Parish Clerk, Mrs Clare Milligan, via either email clerk@greatbaddowparishcouncil.gov.uk or phone 01245 472967/07955 787368.

Specification

1. General

1.1. This Specification sets out the requirements of the Parish Council with regard to the purchasing and installation of LED stage lighting in the Parish Hall, 19 Maldon Road, Great Baddow, Chelmsford, Essex, CM2 7DW. The Parish Council reserves the right to issue further guidance to tenderers before the closing date.

1.2. The Contractor is under a general obligation to maintain the site in a clean tidy and safe condition as set out in detail elsewhere and herein.

2. Working Hours

2.1. The contractor will only carry out work during the working day between 09.00 and 16:00, Monday to Friday (excluding public holidays) except where other times are specified for particular operations. Work outside these times can only be undertaken with the prior permission of the Council. No additional payment will be made for work completed outside the normal working day.

SPECIFICATION

1.	Supply and install 8 LED Profile Spotlights with the ability to change colours via the lighting desk.
2.	Supply and install 10 LED Fresnel Lights with the ability to change colours via the lighting desk.
3.	Supply and install Barn Doors with any compatible lights.
4.	Supply and install a lighting desk
5.	Supply and install lighting infrastructure including but not limited to lighting bars.
6.	Supply and install any electrical hardware required for the new lighting. This has to be carried out by a qualified electrician and electrical guarantee paperwork on completion of the job will be required.
7.	Supply simple instructions on how to use equipment for varying hall hirers.

8.	To provide a documented detailing the tests carried out to validate the installation and a list of issues remedied
9.	To provide the guarantee documentation on the individual equipment parts.
10.	To provide a warranty on the installation for a period of 12 months. Any defects during the warranty period will be remedied by the contactor at their own expense.

FUNCTIONAL REQUIREMENTS

1.	To accommodate infrequent users being able to put basic lights onto the stage with the aid of a simple set of instructions, it should be possible to operate the lights manually in preset mode.
2.	To accommodate regular more advanced users (theatrical performances). It should be possible to programme the solution with scenes and sequences, including colour changes between scenes, that can be run with little intervention during the show.
3.	A minimum of 12 channels will be required in preset mode with more e.g. 24 in programmed mode.
4.	Flexibility on positioning of the lights on the lighting bars.
5.	It should be possible to change the colour of the lights from the lighting control desk.
6.	It should be possible to daisy chain a minimum of two lanterns for control by each channel.
7.	Ideally it should be possible to save a number of configurations for easy recall.
8.	Ideally it should be possible for the pace of programmed sequences to be controlled by an audio input.

ADDITIONAL INFORMATION

1. PROVISION AND MANNER OF CARRYING OUT THE INSTALLATION

- 1.1 The Contractor shall commence the Installation on the Commencement Date, which is to be agreed.
- 1.2 The Contractor shall provide the installation in accordance with the specification and functional requirement referred to in the Contract.
- 1.3 The Contractor shall comply with all the relevant Acts of Parliament, statutory regulations and codes of practice relating to the Installation including compliance with any obligations which may be imposed by the same upon the Council.
- 1.4 The Contractor shall provide the Installation safely and in a manner that is not, or is not likely to be, injurious to health or detrimental to the environment or the fabric of any property.
- 1.5 The Contractor shall undertake the Installation (without prejudice to any other provisions contained in the Contract) in an efficient, effective and safe manner in accordance with the Contract.
- 1.6 The Contractor shall provide the Installation in such a manner as shall promote and enhance the image and reputation of the Council.
- 1.7 The Contractor shall provide all the Equipment necessary for undertaking the Installation.
- 1.8 All Equipment used in relation to undertaking the Installation shall be at the Contractors own risk.
- 1.9 The Council shall have the power to inspect and examine performance of the Contractor in relation to the provision of the Installation.
- 1.10 Timely undertaking of the Installation shall be of the essence of the contract including commencing the Installation within the time agreed or specified by or with the Council.
- 1.11 If the Council considers that any part of the Installation has not been undertaken in accordance with or do not meet the requirements of the Contract and is other than as a result of the default or negligence of the Council, the Contractor shall at its own expense re-schedule and carry out the Installation in accordance with the requirement of the Contractor with such reasonable time as may be specified by the Council.

2. STANDARD OF WORKS

2.1 It shall be the duty of the Contractor well and properly to provide the Installation to a standard that complies in all respects with the Specification and Functional requirements and with any Quality Standards when executing the Installation together with reasonable care and skill and in accordance with good industry practice.

2.2 The introduction of new methods or systems which impinge on undertaking the

Installation shall be subject to the Council's prior written approval.

2.3 Complaints about the stage lighting received by the Council will be investigated by the Parish Clerk who may take such action that they considers appropriate.

2.4 The Contractor's staff must refer all enquiries and/or complaints to the Clerk of the Council.

2.5 The Parish Clerk shall have the right at any time to interview any member of the Contractor's staff in connection with the carrying out of all or any of the Installation.

2.6 The Parish Clerk shall also be entitled to request any information relating to the carrying out of the Installation and such information shall be supplied by the Contractor forthwith upon request.

3. CONTRACTOR'S APPOINTED INSTALLATION SUPERVISOR

3.1 The Contractor shall ensure that at all times a named installation supervisor is appointed and empowered to act on behalf of the Contractor. This person must be suitably qualified, and this must be evidenced.

3.2 Prior to the commencement date the Contractor shall inform the Parish Clerk in writing of the name of the Installation Supervisor.

3.3 The Installation Supervisor or the duly authorised deputy shall be the authorised representative of the Contractor for all purposes connected with the Contract. Any notice, information, instruction or other communication given or made to the Installation Supervisor or the deputy shall be deemed to have given or made to the Contractor.

3.4 The Installation Supervisor or the duly authorised deputy shall consult with the Parish Clerk as often as may be necessary for the efficient provision of the Installation in accordance with the Contract.

3.5 The Installation Supervisor shall inform the Parish Clerk promptly and in writing of any instances of activity or omission on the part of the Council which prevent or hinder or may prevent or hinder the Contractor from meeting his contractual obligations.

4. SUPERVISION OF STAFF

4.1 The Contractor shall provide a sufficient complement of supervisory staff in addition to the Installation Supervisor; to ensure that the Contractor's staff engaged in and about the provision of the Installation is at all times adequately supervised and properly perform their duties.

4.2 The Contractor's staff engaged in and about the provision of the Installation shall primarily be under the control and direction of the Contractor's own supervisory staff but shall nevertheless while on the Council's premises comply with all reasonable instructions and requests given to them by the Council's employees.

5. STAFF

5.1 The Contractor shall employ in and about the provision of the Installation only such persons as are careful, skilled and honest and experienced in the work which they are to perform.

5.2 The Contractor shall employ sufficient staff to ensure that the Installation is provided in accordance with the Specification and Functional Requirements. Accordingly, it shall be the duty of the Contractor to ensure in particular that a sufficient reserve of staff is available to provide Installation during staff holidays or absence through sickness otherwise.

5.3 The Contractor shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age and without prejudice to the generality of the foregoing, the Contractor shall not unlawfully discriminate within the meaning and scope of the Human Rights Act 1998, the Equality Act 2010 or other relevant legislation or any statutory modification or re-enactment thereof.

5.4 The Contractor shall ensure that every person employed by the contractor in and about the provision of the Installation is at all times properly and sufficiently trained and instructed.

5.5 The Contractor shall take all reasonable steps to secure the observance of condition 5.4 above by all servants, employees or agents of the contractor in undertaking the Installation.

5.6 The Contractor will be monitored by the Council to ensure compliance with conditions 5.4 and 5.5.

5.7 The Contractor shall be entirely responsible for the employment and conditions of service of its own employees including without limitation the payment of wages.

5.8 The Contractor shall comply with and shall also procure that its staff shall comply with all relevant rules, codes, policies, procedures and standards of the Council which may be notified to the Contractor by the Council from time to time and with all relevant statutes, statutory orders and regulations.

6. HEALTH AND SAFETY

6.1 The Contractor shall at all times comply with:

6.1.1 All relevant Health and Safety Acts, Health and Safety Regulations and Codes of Practice that are approved by the Health and Safety Commission.

6.1.2 All relevant and appropriate guidance and good working practices, as published or accepted by the Health and Safety Executive, professional/trade bodies or other similar organisations.

6.1.3 Their own Health and Safety Policy, health and safety system and procedures. Notwithstanding this, Contractors shall ensure that their employees and any sub-

contractors comply at all times with the Council's Health and Safety Policy in so far as it is relevant to the contract.

6.1.4 Any conditions stipulated by the Council in relation to Health and Safety.

6.2 The Contractor shall notify, in writing, to the Clerk of the Council of all incidents, which either could have led or did lead to injury and/or damage. Where incidents are reportable under the Report of Injuries, Diseases and Danger Occurrences Regulations 1995, a complete copy of Form F2508/F2508A/F2508G must be supplied.

6.3 The Parish Clerk shall be empowered to suspend the provision of the Installation in the event of non-compliance by the Contractor with issues concerning health and safety matters. The Contractor shall not resume provision of the Installation until the Parish Clerk is satisfied that the non-compliance has been rectified.