European Union
European Regional Development Fund

Invitation To Tender (ITT)

AUDIO VISUAL DESIGN, INSTALLATION, SUPPORT AND MAINTENANCE SERVICES

120LaunchPad and Link Building

Mini tender / Further Competition

Framework details:

REGION 2 (SW England (Avon/Dorset/Somerset/Devon/Cornwall)

SUPC – Inter-regional Framework Agreement for the provision of Audio Visual Products and Services.
United Kingdom-Cardiff: Audio-visual equipment
2014/S 149-267547

LOT 3 – AUDIO VISUAL PRODUCTS AND SERVICES – Design, supply and Install

RETURN DATE: THURSDAY 19th APRIL 2018 - 16:00 hrs GMT (UK Time)

Via the In-tend portal:

https://In-tendhost.co.uk/universityofexeter

NAME OF BIDDER **GV Multimedia**

Version Control	
Project Leader: Nick Young Post: AV Support & Development Officer,	Procurement Officer: Jason Edwards Post: Procurement Officer
Version 1	March 2018

Contents

Schedules

Appendices – See separate attachments

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
ITT Reference Points:	Title: **LOT 3** - AUDIO VISUAL DESIGN, SUPPLY AND INSTALLATION In-Tend Reference: **1201Launchpad and Link Building**
Purpose and Scope of the ITT:	This **ITT:** • Asks Bidders to submit their completed Mini-tender response ("Tender") in accordance with the requirements and instructions set out in the remainder of this Invitation to Mini-Tender ("ITT"). • Sets out the overall timetable and process for the procurement to Bidders. • Provides Bidders with sufficient information to enable them to understand the contract opportunity and to submit a compliant Mini-Tender. • Sets out the Award Criteria and the Tender evaluation methodology that will be used to evaluate the Tenders and identify the most economically advantageous tender in line with the Framework. • Explains the administrative arrangements for the receipt of Tenders. **FAILURE** to return your Tender in accordance with the instructions of this ITT may result in the exclusion of your Tender submission.
Contract Description:	Falmouth University is looking to appoint One Bidder under Lot 3, Region 2 of the Framework to supply, install, commission and take full design responsibility for the delivery of the Launch Pad and Link Building Audio Visual requirements.
Duration of Contract:	As agreed and in conjunction with Supplier – **First Fix estimated May/June 2018**
Lots:	This tender will be conducted under Lot 3, Region 2 of the Audio Visual Products and Services Agreement. Lot 3, Region 2 – Audio Visual Products & Services – design, supply & install
Date and time for Tender return:	**This tender must be returned via the In-Tend Portal by: THURSDAY 19th APRIL 2018 - 16:00 hrs GMT (UK Time)**

1. **FALMOUTH UNIVERSITY**

1.1 The Woodlane campus runs courses for students studying with Falmouth University only and is situated in Falmouth town. The Penryn Campus is shared and jointly managed by the University of Exeter and Falmouth University in an arrangement that is unique within the UK.

1.2 Further information regarding Falmouth University can be found at **Schedule 1.**

2.3 Contracting Authorities Entitled to Use this Agreement:

Falmouth University and FXPlus

2.4 Locations at which Services are to be Provided

Falmouth University is establishing this requirement for services to be performed by remote link/s and on/at its Penryn Campus, TR10 9FE .Further information about the requirements of Falmouth University can be found at **Schedule 2**: including the specification.

2. **PROCUREMENT PROCESS**

2.1 The proposed timetable below is provided by way of guidance only. Falmouth University reserves the right to amend this timetable at its absolute discretion at any time during the tendering process. Notification to any changes to the procurement timetable shall be made via the In-Tend procurement portal.

KEY EVENT	DATE
Despatch of Mini Tender	**Thursday 29TH/March/2018**
Deadline for Clarification Questions	**Monday 16th April 2018**
Deadline for Submission of Tenders	**Thursday 19th April 2018**
Evaluation of Tenders	**>19th April 2018 - 24th April 2018**
Notification of Result of Evaluation	**>25th April**
Standstill Period	**>25 April +10 days**
Expected date of award of the Contract	**Monday 7th May 2018**

3. **Instructions to Bidders**

3.1 Bidders are advised to carefully review and observe the instructions set out in this Section 3 as a failure to comply may result in the exclusion of the Tender.

Clarifications

3.2 If during this procurement process any Bidder has a query about any aspect of the procurement process or ITT subject to any clarification deadline Bidders should contact Falmouth University via the In-Tend portal only, and not through any other means.

3.3 Bidders should clearly reference the appropriate document from the ITT, and where appropriate section and paragraph reference, to which their query relates.

3.4 In the interests of transparency Falmouth University intends to disclose, in a suitably anonymised form, all queries and Falmouth University responses to all Bidders. Consequently where a Bidder considers that its query is commercially sensitive then this must be clearly highlighted in the submission of the query. If Falmouth University considers, in its absolute discretion, that it is able to

treat a query as confidential then it will do so. However, if Falmouth University considers, in its absolute discretion, that it is unable to treat the query on a confidential basis (whether in whole or part), then it will notify the Bidder and provide the Bidder with an opportunity to withdraw its query. If the Bidder does not withdraw its query Falmouth University will respond and where appropriate disclose that response to all Bidders.

3.5 However, and for the avoidance of doubt, Falmouth University i) reserves the right to provide any further, relevant information to Bidders, whether or not prompted by a Bidder's query, at all stages of this procurement process and ii) reminds Bidders, as discussed below at **Section 5,** that it is subject to the FOIA and EIR.

Submitting Your Tender

3.6 Tenders must be uploaded by the Tender submission deadline (set out at **Section 2.1**) via the In-Tend portal. Please note that at the Tender submission deadline the system will close such that Bidders will be unable to finalise the upload of incomplete submissions.

3.7 It is the responsibility of each Bidder to ensure that it allows sufficient time to complete the upload of its Tender including all of the required documentation i.e. so you have opportunity to resolve any technical difficulties before the deadline. For technical support Bidders must contact the helpdesk avialable to Bidders via https://in-tendhost.co.uk/universityofexeter/aspx/Home using the 'Help Button'.

3.8 Tenders must be completed in the English language or a full English translation must be provided at no cost to Falmouth University.

3.9 Bidders must provide a completed Technical (Award) Assessment response at **Schedule 4** and ensure all necessary supporting documentation is provided as stipulated with in this ITT

3.10 Bidders are advised that Tenders will be evaluated on the basis of the information submitted within the Tender and Bidder's should not rely on Falmouth University having any actual or assumed knowledge of the Bidder.

3.11 Only one Tender is permitted from each Bidder. In the event that more than one Tender is submitted by a Bidder the Tender submission with the latest time of submission will be evaluated and the other(s) disregarded.

3.12 The Tender (including prices) should remain valid for a minimum period of 90 days or as the contract in the case of call-offs.

3.13 The Tender should not be qualified in any way.

3.14 All signatures must be provided by a person who is authorised to commit the Bidder to the Contract.

Step 3 – Technical Assessment (Award Stage)

3.15 The Award Criteria is as follows:

The headline Award Criteria is as follows:

Tender Evaluation Criteria	Section Weighting
Price	20%
Capability	32%
Quality	45%
Service	3%

Detailed Award Criteria

Ref	SCORED	AWARD CRITERIA	SUB-CRITERIA	% ALLOCATED	AWARD CRITERIA
Q1.1	1-5	PROJECT DELIVERY		32	CAPABILITY
Q1.2	1-5	DEFECTS AVOIDANCE		20	QUALITY
Q1.3		WARRANTIES		17	QUALITY
Sub - Q1.31	As scoring Methodology	Workmanship/Installation	2		
Sub - Q1.32	As scoring Methodology	Key Product Warranties	5		
Sub - Q1.33	Information Only	Statutory Warranty Period	0		
Sub - Q1.34	Yes = 5 Marks	Warranty Support	5		
Sub - Q1.35	No = Scored 1 -5	Warranty Support			
Sub - Q1.36	Yes and/or Completed = 5 Marks	Warranty Support Cost	5		
Sub - Q1.37	Not completed = 0 marks	Warranty Support Cost			
Q1.4	1-5	DRAWINGS AND DESIGNS		2	SERVICE
Q1.5	1-5	AUDITS		1	SERVICE
Q1.6	1-5	ASSET DATA		8	QUALITY
SCHEDULE B -PRICING					
Q1.80	As Scoring Methodology	Total Net Price - Itemised		20	PRICE
Q1.81	Information Only	Variants		0	INFORMATION ONLY
				100	

Tenders will be evaluated to determine the most economically advantageous submission taking into consideration the award criteria set out below. However, Falmouth University does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.

3.16 The evaluation methodology for the award of the Tender Evaluation criteria above is set out in **Schedule 4.**

3.17 The scores available in respect of the Pricing will be awarded as follows: This section is worth a maximum of **20%.**

3.17.1 The lowest Overall Net Cost price will be awarded full marks for this criteria and;

3.17.2 The other Overall Net Cost prices will be compared with the lowest and awarded the relevant proportion/percentage of the possible score. For example

The lowest Overall Net Cost price will be awarded full marks and the remaining marks will be apportioned between the remaining suppliers:

e.g.

Supplier C – Total Net Cost /£ = 90: Marks awarded = 20 marks

Supplier B – Total Net Cost /£ = 110: Marks awarded = 90/110*20%= 16.36marks

Supplier A – Total Net Cost /£ = 120: Marks awarded= 90/120*20%= 15 marks

3.18 Where the pricing of a Tender is abnormally low Falmouth University reserves the right to reject the Tender in accordance with the requirements for further investigation under the Public Contract Regulations 2015.

3.19 Bidders must clearly state the complete price (all fees and charges) for providing the goods, services and works which have been specified in this ITT. Falmouth University will not accept liability for any costs omitted from the Bidders's submitted price that the Bidder has not declared in their Tender.

3.20 All expenses including, but not limited to, those listed below shall be deemed to be included within the Bidder's submitted price entered in the Pricing Schedule – See Schedule 5:

3.20.1 All travel expenses and subsistence

3.20.2 The provision of technical staff and staff engaged in secretarial, accountancy, administrative or other supporting duties including basic salary and any additional payments or benefits and social costs such as insurances or pension payments

3.20.3 Overheads and profit (general overheads and profit, offices expenses (including rental and heating), non-recoverable staff time and administrative staff who are not chargeable)

3.20.4 Postage, delivery of documents, telephone calls and similar incidental expenses

3.20.5 All necessary disbursements, including reasonable number of paper copies of all reports and drawings for statutory approvals, tender purposes, contract documentation, contract requirements, Falmouth University records and circulation to other disciplines within the Bidder's team.

Step 4 – Award & Standstill

Once Falmouth University has concluded its evaluation (and obtained all necessary approvals) it will notify the Bidders of its decision and observe standstill period in accordance with the Regulations prior to concluding the award of any Contract(s).

4. IMPORTANT NOTICE

4.1 The ITT provided by Falmouth University is made available in good faith. No warranty is given as to the accuracy, reasonableness or completeness of such information and any liability for any inaccuracy or incompleteness is therefore expressly disclaimed by Falmouth University, its advisors provided that nothing in this document seeks to exclude or limit the liability of any person for fraudulent misrepresentation.

4.2 Bidders are advised to ensure that they understand Falmouth University requirements, including the Contract, and undertake their own investigations and their own independent assessment including the seeking their own professional, technical, financial and legal advice as appropriate, before submitting a Tender.

4.3 Falmouth University will not reimburse any costs incurred by Bidders in connection with the preparation or submission of their Tender for this Contract Opportunity.

4.4 The ITT (including any documentation subsequently issued by Falmouth University) is provided to you for the purposes of the preparation of a Tender for the Contract Opportunity only and on the basis that the ITT remains the property of Falmouth University and must be treated as confidential.

4.5 If any Bidder is unable or unwilling to comply with these requirements you are required to destroy the ITT immediately and not to retain any electronic or paper copies.

4.6 Bidders are not permitted to undertake any publicity activities with any part of the media in relation to the procurement of the Contract Opportunity without the prior written agreement of Falmouth University, including agreement on the format and content of any publicity.

4.7 Falmouth University reserves the right to reject Tenders which are not submitted in accordance with the instructions given within the Procurement Pack including but not limited to where a Bidder:

4.7.1 submits their Tender after the Tender submission deadline; or

4.7.2 notwithstanding Falmouth University rights pursuant to Regulation 56(4) of the Regulations, provides a submission that is incomplete; or

4.7.3 fails to provide any of the required information or fails to provide information in the specified format; or

4.7.4 is guilty of a serious misrepresentation in supplying any information required for this Contract Opportunity.

4.8 Falmouth University reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.

4.9 Nothing in this process is intended to form any express or implied contractual relationship between the parties unless and until a Contract is awarded. Falmouth University is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this Tender process.

4.10 Falmouth University reserves the right to issue supplementary documentation at any time during the procurement process, to clarify any issue or amend any aspect of the information contained in the ITT. Any further documentation issued, shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

4.11 Where there is any indication that a conflict of interest exists or may arise then it shall be the responsibility of the Bidder to inform Falmouth University detailing the conflict in writing as part of their Qualification Questionnaire response. Falmouth University will be a final arbiter on cases of potential conflicts of interest. Failure to notify Falmouth Universityof any potential conflict of interest may invalidate any proposed award.

4.12 Bidders are required to notify Falmouth University in the event that there is a change to the information provided in its Qualification Questionnaire response as any stage of this process or as submitted as part of the Framework requirements . Falmouth University reserves the right at any time to disqualify any Bidder whose circumstances change to the extent that the Bidder ceases to meet the qualification criteria as set out in **Schedule 3,** or who makes material changes to any aspect of its Tender, unless substantial justification can be provided to the satisfaction of Falmouth University and the change is permitted by procurement law. Please note that Falmouth University reserves the right to reconsider matters assessed in the Qualification Questionnaire at any time.

4.13 Bidders are deemed to understand fully the processes that Falmouth University is required to follow under relevant European and UK legislation, particularly in relation to the Public Contracts Regulations 2015.

5. FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION STATEMENT

5.1 Falmouth University is subject to the Freedom of Information Act 2000 (“Act”) and the Environmental Information Regulations 2004 (“EIR”).

5.2 As part of Falmouth University duties under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a request.

5.3 If the Bidder considers that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the Bidder if disclosed to a third party) then it should be clearly marked as "Not for disclosure to third parties” together with valid reasons in support of the information as being exempt from disclosure under the Act or EIR.

5.4 Falmouth University will endeavour to consult with the Bidder and have regard to comments and any objections before it releases any information to a third party under the Act or EIR. However Falmouth University shall be entitled to determine in its absolute discretion whether any information is exempt from the Act or EIR, or is to be disclosed in response to a request of information. Falmouth University must make its decision on disclosure in accordance with the provisions of the Act or EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or EIR.

6. CONTRACT

6.1 Any resulting Contract will be under the terms and conditions of the Framework and will be subject to English law.

6.2 Bidders should note that the Contract sets out Falmouth University's commercial position in relation to the Contract which will be entered into with the successful Bidder. Falmouth University considers that the conditions of contract are aligned to market requirements and acceptability. It is therefore the expectation of Falmouth University that the Contract will be acceptable to Bidders.

6.3 When submitting their Tenders, Bidders must confirm that they will enter into the Contract should they be successful in this procurement process on the terms of the Contract set out in this ITT or as subsequently amended by Falmouth University.

6.4 Bidders are strongly discouraged from including a Qualification in their Tender submission. However, should Falmouth University receive a Tender which contains a Qualification to the Contract then the University reserves the right to:

6.4.1 consider minor Qualifications that involve only limited transfer of risk obligation or other adverse impact; and/or

6.4.2 provide the Bidder with the opportunity to remove the Qualification from their Tender; and/or reject the Tender.

6.5 Any contract award will be conditional on the Contract being approved in accordance with Falmouth University internal procedures and Falmouth Exeter Plus being generally able to proceed. Falmouth University will allow the statutory standstill period of a minimum of 10 calendar days to elapse before (subject to there being no challenges) sending confirmation of Contract award to the successful Bidder.

SCHEDULE 1

About Falmouth University

Falmouth University is a specialist University for the creative industries based in Falmouth and Penryn, Cornwall, England. Founded as the Falmouth School of Art in 1902, it has previously been known as Falmouth College of Art and Design and then Falmouth College of Arts before it received degree-awarding powers, and the right to use the title "University College", in March 2005. In April 2008, University College Falmouth merged with Dartington College of Arts, adding a range of Performance courses to its portfolio. On 27 November 2012, a communication was released to the staff and students and local press that 'University College Falmouth is to be granted full university status in a move that will further its ambition to become one of the top five arts universities in the world.' On 9 December 2012, the University College was officially granted full university status by the Privy Council. Falmouth University was judged by The Sunday Times to be the UK's top arts university from 2015-2017.

Penryn Campus

The Penryn campus is shared and jointly managed by the University of Exeter and Falmouth University with FXPlus delivering shared services and facilities.

Further campus information: http://www.falmouth.ac.uk/penryn-campus

Penryn Campus Map

https://www.falmouth.ac.uk/sites/default/files/download/penryn_campus_map_sept14.pdf

SCHEDULE 2

Falmouth University Detailed Requirements

This project is part financed by European funding from the European Regional Development Fund.

Quality of Proposed Solution

Falmouth University have spent considerable time and effort standardising Audio and Visual products across the Campuses. Falmouth University have provided a specification that indicates the default position on preferred specification for Audio Visual equipment installations.

This is to enable and encourage a consistent approach across the Campuses . This position supports long-term efficiencies in maintaining the Audio Visual Infrastructure.

Whilst Falmouth University have proposed a base specification for the purposes of product interoperability and standardisation, we are fully open to alternative specifications, providing they meet all the functionality, quality and compatibility requirements as the parts stated.

The supplier will be fully responsible for the overall proposed design solution, including but not limited to delivery and Installation.

Any references to manufacturers / brands in the Price Schedule are for illustrative purposes only, and Bidders may additionally submit prices for an equivalent either as an alternative or as appropriate.

Where alternative products have been used or stated, this should be highlighted and a justification provided that reassures Falmouth University that the proposed solution will be fully operational and of equal quality and or/ functionality.

The Penryn campus maintains an existing estate of Crestron control platforms. Any alternative products/variants must be compatible with this existing system.

The Launchpad Project

The development is comprised of two buildings; the Link and the Launchpad. The units are an extension of the existing Academy of Innovation and Research ("AIR") Building and the units are connected.

The Link Building is a three storey building that is attached to both the AIR Building and the proposed Launchpad Building.

The Launchpad Building is a two storey building that is attached to the proposed Link Building.

This new flagship facility is an important strategic project to ensure Penryn Campus' provision of sufficient space to meet Falmouth University's planned growth forecast.

The Penryn Campus is set in 100 acres, is close to the town of Falmouth and the site is shared by Falmouth University and UoE of which FXPlus manages and/or delivers all shared services on the Campus.

Programme Overview

The audio visual elements of the project are split between the two new buildings. Each building contains a number of individual installations, as listed below:

- Launchpad Building
    - Upper Ground Floor Projection
    - Upper Ground Floor Meeting Room
    - Lower Ground Floor Meeting Room
    - Portable AV Displays
    - Upper Ground Floor Fixed Signage
    - Upper Ground Floor Portable Signage
- Link Building
    - Vice Chancellor's Office
    - Vice Chancellor's Welcome Lounge
    - Video Wall

The building contract for the project is held with EBC – Enelco Building and Construction Ltd. They represent BDP for architectural services and Dodd Group/Method Consulting for mechanical and electrical design services.

Falmouth University have appointed 2020 Projects as interior design consultants for the Link building fit out.

FX Plus has submitted technical designs and M&E requirements for each project to the building contractor for incorporation into their programme of works. Any amendments to these requirements that the bidder identifies will be arranged post award with the building contractor.

A detailed summary of each projects respective requirements is provided below.

Please see Appendicies 2 for accompanying files. These are given as separate attachments

The bidder is responsible for implementing the following defined omissions from the design documentation, unless a specific requirement has been made:

- Provision of power distribution in each system.
- All mechanical items including but not limited to;
    - mounting hardware
    - racking systems
    - shelving
    - fixtures & fittings
    - cable management
    - input plates and connectivity
    - containment where necessary

FX Plus manage an existing estate of control system platforms and program these systems in house. The Launchpad project specifies a number of control systems, each of which will be programmed in house by FX Plus. On this basis, bidders should omit control system programming from their bid. FX Plus will facilitate all network configuration in liason with the bidder on or before the time of installation. It remains the responsibility of the bidder to ensure that all devices in each system are properly configured and commisioned.

Launchpad

Upper Ground Floor - Projection

Project Brief:

The open plan space on the upper ground floor of the Launchpad building is to feature a system designed to host presentations and web conference calls to an audience across the entire floor upper floor of the building.

Technical Overview:

The system will include the following features:

- 10k lumen laser light source single chip DLP projector
- Motorised dropdown projection screen at 4000x2250 16:9, featuring a minimum 400 black leader.
- Multi-function video switch/control processor
- Audio DSP, featuring USB audio and AEC
- Wired and wireless microphones for presentation and conferencing. To include; one wireless lapel mic, one wireless handheld mic, one wired lectern microphone, and two wall mounted boundary microphones.
- A three zone 100v line system for voice reinforcement, with column speakers installed on the south bulkhead wall and north structural columns.
- Programme audio speakers located either side of the projection screen.
- Two wall mounted PTZ cameras, routed back to a USB HDMI capture card via a three input scaling switcher.
- Three HDMI input scaling presentation switch to be integrated as a video source switch for software video conferencing applications.

For further detail on the design, please consult *'Falmouth University – AV Design – Launchpad – UGF Projection – Schematic', 'Falmouth University – AV Design – Launchpad – UGF Projection – Detail' & 'Falmouth University – AV Design – Launchpad - UGF Projection – Speaker Zones'*

Design Notes:

Network Interfacing:

System will be connected to main campus network via a Netgear FS116 unmanaged switch. 4 ports will be provided to the main network cabinet, one for the PoE touch panel, one for the FS116, one for the lectern PC, and one spare. These ports will be located below the raised access floor. Ethernet control for the two cameras should be routed back to the lectern to the Netgear switch. Please consult *'Falmouth University – AV Design – Launchpad – UGF Projection – Network Overview'*

System Power:

All power distribution is omitted from FX Plus' system drawing. The bidder is responsible for the specification of appropriate power distribution and cabling for the system. A requirement for twin 13A power below the raised access floor has been made with the M&E designers.

Rack Layout:

The lectern will feature a half height opening in the door. Components should be distributed within the rack to minimise access to device configuration controls. The PC requires a custom blanking plate to restrict access around the back of the PC. Dimensions should be based on a Dell Optiplex 5050 Micro Form Factor PC, however this is subject to change.

Lectern Specification:

TopTec Voyager EXPLORER - Mono 1250 Standard featuring;

- White chassis/top/banding
- CPH to feature 3 apertures, for a Crestron TSW-760, twin socket (for a twin 13A socket/USB charger), and single socket (twin USB input plate). No built in power required. CPH should also feature semi-circular cable access holes at both ends situated at the bottom edge of the housing. Laptop (HDMI, VGA+Audio) cables should be presented through this access hole on the RHS.
- ENDO 72 Monitor Arm mounted LHS.
- 8U door aperture
- Vinyl Branding – Launchpad logo in black (provided on request)

The precise location of the lectern has not been identified at this stage and will be finalised post award.

Control System:

All system components shall be controlled via ethernet, with the exception of the Extron IN1604 which is only compatible with RS-232.

Projection:

The projector is to be hung from glulam beam at the west end of the building, approximately 6000mm from the projection screen. This will require the use of a tilting ceiling plate due to the curve of the beam. The bidder is responsible for providing a sufficient hanging mechanism for the projector from the intended structure. Provisions for power, data, and a cable route have been made in arrangement with the M&E Contractor.

Appendicies:

1. Falmouth University – AV Design – Launchpad - UGF Projection – Detail
2. Falmouth University – AV Design – Launchpad - UGF Projection – Plan
3. Falmouth University – AV Design – Launchpad - UGF Projection – Section Side & Front
4. Falmouth University – AV Design – Launchpad - UGF Projection – Speaker Zones
5. Falmouth University – AV Design – Launchpad - UGF Projection – Schematic
6. Falmouth University – AV Design – Launchpad – UGF Projection – Network Overview

Launchpad - Meeting Rooms x 2

Project Brief:

The Launchpad building will feature two identical layout meeting rooms offering the ability to hold video conference sessions and discussions. Users of the building are issued with laptops and a specific requirement has be made to allow simple connectivity to the AV system in these spaces.

Technical Overview:

The meeting room system will feature:

- A 55" LCD screen;
- A USB3 dock, offering HDMI video output, Ethernet, and USB connectivity. This will be placed behind the LCD screen;
- An integrated web camera and speakerphone, including an expansion microphone, connected to the USB3 dock;
- A USB3 active extension cable, providing connectivity for users to the dock behind the display at the table;
- A desk integrated cable enclosure, featuring cable pass through for HDMI, USB and optionally the camera/speakerphone expansions microphone. The cable enclosure will also integrate a small control panel programmed to control the display via RS-232.

Design Notes:

Please see '*Falmouth University – AV Design – Launchpad – Launchpad Meeting Rooms – Schematic' & 'Falmouth University – AV Design – Launchpad – Launchpad Meeting Rooms – M&E'*

Appendices:

1. Falmouth University – AV Design – Launchpad – Launchpad Meeting Rooms – Schematic
2. Falmouth University – AV Design – Launchpad – Launchpad Meeting Rooms – M&E

Launchpad - LCD Screen Trolleys x 7

Project Brief:

Across the Launchpad building, separate teams will be working in defined group areas. To offer the ability to share information in these groups a number of portable LCD screens are required.

Technical Brief:

Each screen system will comprise of the following:

- 55" LCD Screen;
- TV mount trolley;
- Wireless presentation device;
- 6m HDMI cable;
- Power and network cable loom;

Upper Ground Floor - Fixed Signage

Project Brief:

The Launchpad project has requested a signage display to be installed in the foyer of the Launchpad building. This signage player will subscribe to the campuses existing publisher.

Technical Brief:

The system shall comprise of the following:

- 55” LCD Screen
- Wall Mount
- Digital Signage Player

Design Notes:

Provision for power and data has been made at an elevation of 1600mm from floor level on the east wall of the foyer entrance.

Upper Ground Floor - Portable Signage

Project Brief:

The Launchpad project has requested a signage display to be installed on a TV stand next to the stairwell. The signage player will subscribe to the campuses existing publisher.

Technical Brief:

The system shall comprise of the following:

- 55” LCD Screen
- TV mount stand
- Digital Signage Player
- Power/data cable loom

Design Notes:

This unit will be freestanding and will be connected to a floor box.

Link Building

First Floor - Vice Chancellors Office

Project Brief:

The Vice Chancellor's office will be the primary meeting space in the Link building.

Technical Overview:

The system is based around a 65" LCD screen mounted inside a feature wall designed by 2020 Projects. The primary features of this system are as follows:

- Multi-function digital video switch/video scaler/control processor;
- Software video conferencing featuring:
    - USB PTZ Camera, controllable by RS232;
    - USB Audio DSP with built in AEC processing;
- VOIP integration including control interface, provided by the audio DSP;
- Wireless desk microphone system, integrated with audio DSP for use with either Soft VC or VOIP;
- A fixed Apple Mac Mini presentation computer (host device for Soft VC);
- Wireless presentation device;
- Wired laptop connection, via under desk mounted cable solution;
- A sound bar featuring integrated amplifier and control;
- 6 ceiling speakers and associated amplifier for voice audio;
- Control via user interface on an Apple iPad Mini.

For further detail on the design, please consult *'Falmouth University – AV Design – Link – FF VC Office – Schematic'*

Design Notes:

The installation of this project requries integration with 2020 Projects feature wall. The hardware components of this system are to be installed inside this feature wall, as set out in the drawing *'Link – FF VC Office – Setting Out'*. Please note that the depth of the feature wall requires that the system components be mounted vertically within the unit. For more detail on this structure of the feature wall, please see '*2020 - REF1168_10-10_REVA'*

The client has requested for the desk to not feature any cable entry points on the surface. In response to this, it is proposed to offer two cable retractors below the surface of the table. The interior design programme has not specified the specific desk at this stage. Further discussion with 2020 Projects will be required post award to facilitate the installation of this component.

Appendices:

1. Falmouth University – AV Design – Link – FF VC Office – Schematic
2. Falmouth University – AV Design – Link – FF VC Office – Setting Out
3. 2020 - REF1168_10-10_REVA
4. FLP-BDP-XX-XX-SE-A-220001 C01

5. 758ELP-MET-00-02-DR-E-Ss_70-0001-C2_Small Power & Data Layout FF Link

First Floor - Vice Chancellor's Welcome Lounge

Project Brief:

This area will predominantly be used as a welcome area for visitors. Content will be prepared by the client to be shown on this system throughout the day. The system will feature

Technical Overview

- 55" LCD Screen
- Digital signage player

Display will be configured to power on when a signal is present on the HDMI input.

Upper Ground Floor - Video Wall

Project Brief:

The upper ground floor is has been designed to be a high profile multi-purpose hospitality space, featuring a video wall with audio system for showcasing university created content and for presentations.

Technical Overview:

This system will feature a 3x3 video wall, composed of 9 46" video wall displays. The displays are to be driven by an HDMI-HDMI 4K scaler to present a consistent source image to the displays irrespective of the input source. The scaler will de-embed the audio from the input source. The scaler will also provide a graphic still store for the University logo, to be presented on source disconnection or by serial command. Input to the system will be via an 8 channel 4K video switch. The video system will feature four input devices and will have extra capacity for further expansion. These inputs will be – a 4K digital signage player, a wireless presentation device and two HDMI laptop inputs. One laptop input will be located inside the video wall structure. The second input will be located on the end return of the video wall structure.Both laptop inputs will be presented using a single gang HDMI faceplate.

The audio signal from the scaler will be routed through a 6x4 channel DSP. There will be three other audio inputs – one wireless lapel microphone system, one wireless handheld microphone system and one wired XLR input for an external microphone. There will be one separate transmitter featuring an XLR connection, which will be used in place of the lapel microphone transmitter when required. The audio output mix will feed two zones of speakers and an IR assisted listening system. One zone of speakers will be for programme audio located above the video wall and the other zone will be for programme audio and voice reinforcement.

For further detail on the design, please consult *'Falmouth University – AV Design – Link – UGF Video Wall – Schematic'*

Control:

The system components will be controlled over Ethernet where possible. The control processor will be a small form factor processor, interfaced with a 5" touch screen user interface. The touch screen will be located inside the cupboard next to the video wall, as detailed in *'Falmouth University – AV Design – Link – UGF Video Wall – Setting Out'*

Design Notes:

The video wall will be featured inside a timber structure designed and built by 2020 projects. The integrator must coordinate with 2020 to complete the installation.

There is a requirement from the M&E consultants to provide access to a riser hidden behind the structure. Access will be provided through the panels located below the display. The front surface of the displays should be flush with the timber structure. The timber structure being constructed by 2020 will not be able to support the combined load of the display hardware. To offload this loading, the video wall will be constructed using a modular pole system from Peerless AV.

The hardware components of the system have been selected in consideration to the maximum available depth of 450mm in the structure. Any changes in this selection should also be considerate of this dimension. In the event that equipment is deeper than the depth available the equipment rack may be rotated 90º. It is the intention that this equipment rack be constructed off site and integrated into the system on installation. For an indicative layout, please see *'Falmouth University – AV Design – Link – UGF Video Wall – Proposed Rack Layout'*

Power and data requirements have been offered to Dodd Group based on design documentation.

For voice reinforcement and programme audio distribution, 9 ceiling speakers have been specified in the system. The interior design specification details the installation of an acoustic timber ceiling system. Setting out of the ceiling has been detailed in drawing *'FLP-BDP-XX-01-PL-A-350001 C03'*. The speakers selected for this area has been chosen to fit within the timber slats and will be placed next to the light fittings, as per this drawing. It is the bidders responsibility to coordinate first fix cabling to facilitate the installation.

Appendices:

- Falmouth University – AV Design – Link – UGF Video Wall – Schematic
- Falmouth University – AV Design – Link – UGF Video Wall – Setting Out
- Falmouth University – AV Design – Link – UGF Video Wall – Proposed Rack Layout
- Falmouth University – AV Design – Link – UGF Video Wall – Schematic
- FLP-BDP-XX-01-PL-A-350001 C03
- FLP-BDP-XX-XX-SE-A-220001 C01

SCHEDULE 3
1 - Bidder information

1.1 Bidder details	Answer
Full name of the Bidder completing the ITT	GV Multimedia Ltd
Registered company address	Inwood Business Park, Whitton Rd, Hounslow TW3 2EB
Registered company number	4141235
Registered charity number	N/A
Registered VAT number	770 0150 70
Name of immediate parent company	N/A
Name of ultimate parent company	N/A

1.3 Contact details	
Bidder contact details for enquiries about this ITT	
Name	Andy Knight
Postal address	Unit B, Ulysses Park, Heron Road, Sowton Industrial Estate, Exeter EX2 7PH
Country	United Kingdom
Phone	01392 499399
Mobile	07703 733455
E-mail	aknight@gvmultimedia.com

SCHEDULE 4

TECHNICAL ASSESSMENT (AWARD STAGE)

1. **PART 1: INSTRUCTIONS FOR COMPLETING THE TECHNICAL ASSESSMENT**

1.1 Bidders must submit a full response to all sections of Part 2 of this Schedule 4:"Technical (Award) Assessment".

1.2 Unless instructed otherwise when answering the questions, please give details which specifically relate to the Bidder.

1.3 Please answer the questions in the order provided. Documents which have been requested, but no further information, should be inserted at the end of the appropriate section rather than at the end of the document. Bidders are advised not to provide any information additional to that specifically requested.

1.4 Please note that failure to provide a completed response to this Technical Assessment, in the correct format, or failure to provide any additional information that may be requested, may result in failure of your Tender.

1.5 Bidders must be explicit and comprehensive in their responses to this Technical Assessment. Bidders are advised neither to make any assumptions about their past or current Bidder relationships

with Falmouth University nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

Section 6.1 - Evaluation of Technical Assessments

1.5.1 Each question will be scored out of 5 in accordance with the table below and then weighted to arrive at an overall score for each Technical Assessment.

1.5.2 Bidders should refer to Step 3 – Technical Assessment (Award Stage) sections for how the assessment will be scored added

Scoring Criteria	**Score**
Fundamentally unacceptable. No answer received or answer does not address the question. Information received is not similar in scope to the scope expertise and, or services ***(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6)*** sought by Falmouth University and, or failure to comply when supporting information is requested.	**0**
Poor. Answer gives insufficient information regarding the scope expertise and, or services ***(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6)*** sought by Falmouth University and/or the information provided is of poor quality.	**1**
Basic. Answer is similar in scope to the scope of expertise and, or services **(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6)** sought by Falmouth University, but unsatisfactory in other respects, and/or has a number of key omissions or weaknesses.	**2**
Average. Answer is similar in scope to the scope of expertise and, or services ***(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6*)** sought by Falmouth University, although there are a small number of omissions and/or weaknesses. Minor gaps in evidence provided.	**3**
Good. Answer demonstrates a good standard of similarity in scope to the scope of expertise and, or services ***(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6)*** sought by Falmouth University without any significant issues. Comprehensive, robust and detailed responses. Provides robust evidence in all material areas.	**4**
Excellent. Answer demonstrates a high level of similarity in scope to the scope of expertise and, or services ***(Q1.1, 1.2, (1.34/1.35), (1.36/1.37), 1.4, 1.5, 1.6)*** sought by Falmouth University offers outstanding benefit to Falmouth University. Answer is comprehensive, robust offering credible evidence in all areas.	**5**

Warranty scoring methodology

6.2 Scored Questions – Warranty – Maximum marks available **17%**

Bidders are required to submit the warranty period they will offer for the services and works that will supplied during the term of this contract. This warranty period will be final and binding in any subsequent contract for this package of work for the entire life of the contract. The successful Bidder may invoice Falmouth University for Additional Costs only if agreed in writing and preceded by an official University purchase order, stating a full breakdown of the additional costs.

The warranty responses from the Bidders will be used to calculate your total score for this section using the following formula:

Question 1.31 - Workmanship / Installation – 2% x Lowest Warranty Period / Highest Warranty Period.
The bidder offering the longest workmanship warranty will receive maximum marks. The remaining marks will be apportioned between the other bidders.

Question 1.32 - Key Product Warranties – 5% x Lowest Average Warranty Period / Highest Warranty Period
The bidder offering the longest average warranty period will be awarded full marks with the remaing marks being apportioned between the other bidders.

Queston 1.33 – Statutory Warranty Period - Not Scored - Information Only
Question 1.34 - Warranty Support - Yes = 5 Marks

Question 1.35 - Warranty Support - No = Scored 1 -5 – Note – A score of less than 2 out of 5 for this question will constitute a Fail.
Question 1.36 – Yes = 5 Marks
Question 1.37 – No, but completed = 5 marks – No but not completed = 0 marks

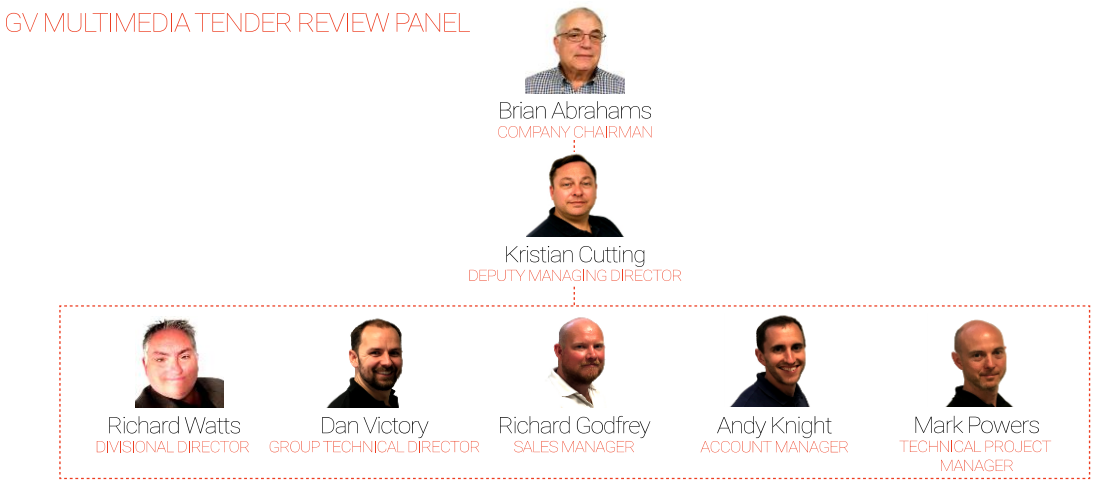
PART 2: TECHNICAL ASSESSMENT QUESTIONS

Technical and Professional – Questions 1.1 – 1.8	
1.1	**QUESTION 1.1 – SUPPORT IN THE SUCCESSFUL DELIVERY OF THE PROJECT** FXPlus is seeking one supplier for its requirements that can deliver and design a first rate Audio Video Facility to time and budget. What can your company offer that can help FXPlus achieve this, for example: How would you propose to catch-up with any Programme slippage? **(A)** Do you envisage any problem areas with the proposed solution that may require additional co-ordination? **(B)** Keeping the client up-dated on project progress **(C)** Health and Safety **(D)** Proficient management of risk assessments, cdm and health and safety requirements. **(E)** Robust systems in place. **(F)** Summary time frame to deliver project. All Areas are of equal importance to FXPlus. **Q1.1-** Please detail below the steps your Company would take in its approach to this project e.g. your project approach methodology and what steps you would ensure to minimize risk whilst delivering this project on time and to budget. As a minimum the supplier should include each of the points above - **A**, **B, C, D, E** and **F** within your tender response. Guideline: Your response should be no more than 2000 WORDS – Approx. 4 Sides of A4 This question is worth **32%** of the tender marks and the supplier should provide a comprehensive response. **Scoring Criteria:** Scored 1 -5: Each question will be scored in accordance with Section 6.1 – Scored questions. A weighting will be applied to arrive at an overall score for each Technical Assessment.

1.1 - Insert response here

Overview

Located locally for this project, with all of the obvious environmental and efficiency advantages that affords, GV Multimedia provides additional customer benefits thanks to our National Company infrastructure and resources, affording flexibility and scalability to match our customers' needs wherever they may be. This incorporates all disciplines of AV, Technical, Commercial, Operational and Fulfilment resources together with Systems and Infrastructure providing maximum agility no matter the project or location.



Prior to putting our proposed project team in place, we conduct a full review of the works package, carried out by senior management from both sales and technical divisions. When assembling this team, we work from the following Criteria.

Team Structure

The first critical task is to assign a Technical Projects Manager who would be the focus point for all operations. The team would then consist of the following positions, bespoke to the project with engineers encompassing a blended skillset and talent overarched by the senior site manager.

- Group Technical Director (GTD)
- Technical Projects Manager (TPM)
- Site Manager (SM)
- Commissioning Engineer (CE)
- Rack build Manager (RM)
- Project Engineering Team (PT)
- Project and Installation Administrator (Back Office)
- Post Project Customer Support (**GVCARE+)**

Qualifications and Technical Skills – We would ensure that suitable qualifications and proven competency are present across the three key fundamental elements of the project; Project management, Engineering and Technical.

Our technical project managers work to a consistent and company-wide methodology, combining a blend of Prince2 with our own internal disciplines and procedures developed over many successful years of Audio Visual systems and integration project delivery and we ensure that all of our in-house and sub-contracted resource are properly accredited for the task specific properties of the technical scope.

Programme Slippage – Our Approach to Avoidance

All system designs are fully checked and confirmed from the outset ensuring that all equipment can be processed and ordered early to avoid or highlight any supply-chain issues which can often be problematic through the summer months. Any items that are unavailable or at risk can then be flagged early and measures taken to improve the supply-chain or to specify and confirm suitable alternatives to allow the

project to progress without a hitch.

This allows the time to ensure that equipment racks and lecterns can be built, tested and staged offsite, including (where possible) testing with the appropriate peripherals to avoid any unwanted surprises when onsite at the end of the project and is often a major factor in ensuring that the time required following other trades is minimised and thereby helping to ensure the minimum impact on the project programme and maximum flexibility with regard to any slippages that may occur.

In order to track and document potential risks or actual issues, we use a “Risks, Assumptions, Issues and Dependencies register”– see below. This is the result of regular site visits and contractor meetings as the project progresses to ensure that we are always informed on the current state of the project. It also forms a part of our regular project manager updates to the client and any associated contractor teams.

Risk Identifier	Risk Name	Risk Description	Impact	Probability	Manageability	Mitigating Action(s)
RI-TSD-001	Tendering process	Delays in approving and engaging an AV contractor will cause knock on effects on other trades where coordinated approach is required (eg. M&E services, Data)	4	2	Outside influence	Client to expedite/streamline later phases of the tendering process. Award date to be specified and adhered to
RI-TSD-002	Scope creep and design changes	Changes to the scope or design after tender award carry a risk of changing coordinated deliverables or affecting final system performance and/or cost	3	3	Outside influence	Ensure expectations are set that no changes can be made once orders have been raised, including a signed-off Scope of Work. Any changes that are essential must go through a full Change Process to establish impact and gain approval and, if required, a
RI-TSD-003	Lead times on hardware	Hardware involved in the solution comes with varied supply leadtimes that may impact on completion	4	2	Outside influence	All design and BOQ actions must be done as soon as possible. Where long lead times are known, GVMM must recommend for approval, items that have the same specification but with shorter lead times
RI-TSD-004	Lack of resources	No specific project timeline currently in place. Until project programme is in place and suitable resource can be allocated there is a risk that there will not be sufficient in place when required	4	1	Outside influence	Ensure management are aware they know how many resources are required and when
RI-TSD-005	Equipment changes by manufacturers through product retirement	Technology changes rapidly and as such the various manufacturers are regularly changing and updating their range to leverage the best features available. This often affects cost, specification, physical size, mounting options and connectivity	3	4	Outside influence	Regular checks with manufacturers post design sign-off to confirm any expected End-Of-Life announcements and known specification changes to be undertaken by GVMM. In the event of any such changes occuring, GVMM to evaluate impact and provide a report including any cost implications.
RI-TSD-006	Delays to build programme	Delays to build programme will create corresponding delays in AV installation and commissioning programme	4	2	Outside influence	Where there is an absolute deadline to room-readiness, this will require additional resources and/or acceleration through extended/anti-social working hours. In the event that the deadline can be correspondingly extended in time to redeploy resources then the AV programme can be adapted

In the event that slippage is seen to be likely, our project management team immediately review the likely resources requirements required to accelerate works to bring works back on schedule. The outcome of this investigation is then passed to the relevant parties.

On occasions where it is deemed necessary, we will look at out-of-hours work in evenings and weekends to bring the work back in line with programme deadlines and expectations however this could come at an additional cost in the event that the delays have been caused by project delays outside of GVMM control.

Control Mechanisms – Project Management

Our Project Managers monitor and control the processes overseeing all the tasks and metrics necessary to ensure that the approved and authorised project is within scope, on time, and on budget so that the project proceeds with minimal risks and that those risks are proactively managed. These processes involve comparing actual performance with planned performance and taking timely corrective action.

At the point of project initiation clear tolerances are set that will act has triggers for lines of communication between the project board and the nominated project manager. These tolerances are based around the following criteria.

- Project Delivery
- Quality Management
- Staff Management
- Risk and Resolution Management
- Procurement Management
- Cost Management
- Change Management

Communication of the above is key and is centred around the deployment, use and review of the **GV247** Project Access platform. This gives real time access to the full scope of the project to the project board, improving visibility and milestone monitoring.

All our Project Managers are motivated to put the customer at the core of what we do and to ensure excellence in not only project delivery to time, specification and budget but also excellence in communications and in the customer / supplier relationship.

(A) Do you envisage any problem areas with the proposed solution that may require additional co-ordination?

From the specification and drawings provided, the main areas of concern are listed below;

- Link FF VC Lounge – Coordination between us and the M&E provider to ensure power and data are provided at the correct specific location.
- Link VC Office – Coordination with 2020 regarding the custom surround to ensure that it facilitates

the screen being attached and removed from mount (pre and post install), appropriate cable routes within the surround are provided and it allows for all hardware to be suitably ventilated.

- Link UGF Video Wall – Timelines regarding installation of the 2020 custom surround schedule of works needs to be precisely defined to allow the Video Wall mount to be installed prior to the custom surround. Cables routes will need to be considered within the housing also. Ventilation for the hardware in the rack could also be problematic should adequate air flow not be provided.
- Launchpad meeting rooms – Extron Cable Cubby integration with the table will need coordination with regard to positioning, cabling routes, cable protection, and table cut out.
- UGF Projection – Cabling routes to speakers, microphone and cameras need consideration. Also, the wall construction to allow hardware, including electric projection screen, to be mounted safely and securely. Glulam beam strength and suitable mounting solution for the projector will also need to be considered, potentially including review by a structural engineer.
- Coordination will be required regarding the Extron DTP Rx units for the Vaddio Roboshot cameras as it may be difficult to hide these items discretely on or around the mounting bracket.
- A coordinated ceiling plan for the Link VC Office and UGF Vide Wall will need to be provided to ensure all AV and M&E services can be installed without issue or conflict.

(B) Keeping the client up-dated on project progress

GVMM have extended our internal systems to include and offer the GV**247** Project Access platform – a quick and easy method for our client's key stake holders to log on and view real time project progress and completion data wherever they may be located and whenever most convenience for them.

We understand that Project Management is key to customer satisfaction and success. Our project managers are focused on ensuring that all critical project steps and time lines are proactively managed, reported and adjusted, as may be required, so that our projects are delivered to time and budget, each time and every time. This is accessible via GV**247** via app or web browser and puts all of the key information at the finger-tips of the Project Manager so that informed decisions and planning can happen anywhere, anytime. Data is secure, current and allows for maximum efficiency in any GV Project delivery.

Detailed Project Programme (AV) – See also "Appendix B – Detailed Project Programme (AV).pdf"
High Level Report – See also "Appendix C – High Level Report.pdf"
Dashboard (online only)

The project schedule will allow the project manager and other members of the project team to input live data and updates as the project progresses. Times, dates and the resulting Gantt chart will update automatically, and should pre-defined tolerances be exceeded then this will be notified to the project manager who can then action the appropriate project control measures.

This will also be able to store, sign off documents, images and any other required documentation.

On top of this, our Technical Project Manager will arrange for regular (typically weekly) updates via the preferred method (web conferencing, phone, site meeting) with email summary to ensure all information is captured and updated regularly. This, along with GV**247** allows an unparalleled visibility of project progress and highlights any critical areas of weakness/slippage in the programme along with a means to ensure continual dialogue throughout.

(C) Health and Safety

All our TPMs and engineering teams have a thorough understanding of the latest health and safety procedures, including first aid certification and the current CDM 2015 regulations as well as holding the latest set of site specific accreditations. This is achieved by regular professional H&S training provided across the business.

All of our site managers carry SSSTS accreditation and in addition to this, along with all of our site operatives carry the necessary IPAF, PASMA, Working at Height, Asbestos Awareness and Manual Handling certifications that are now becoming mandatory across most contractor and client control sites.

In accordance to our ISO 14001 accreditation and adhering to the requirements of CHAS, Safe Contractor and Construction Line we conduct an annual health and safety refresher course at each of our regional locations for all members of staff by our in-house health and safety officer.

(D) Proficient management of risk assessments, cdm and health and safety requirements.

GVMM have undertaken, alongside our health and safety advisor, a full review and update to our Health and Safety Policy. The final version is now in place and being implemented effective from the 30th May 2018. A copy of the document is available upon request but not included due to size.

We also have a fully updated Risk Assessment and Method Statement for incorporation into a Contruction Phase Plan in line with the new CDM Regulations (CDM 2015) and the necessary information gathering templates to ensure all required data can be easily captured from relevant parties.

Our engineering team and Technical Project Managers are all trained in site risk assessments and the production of compliant and comprehensive risk assessment and method statement documentation.

Please see example RAMS document – "Appendix E - Example Risk Assessment and Method Statement.pdf"

(E) Robust systems in place.

GV Multimedia is fully accredited to ISO 9001 and follow strict Quality Management standards.
In addition to this, we have developed a number of in-house systems and standards specific to our business.

One of the most important objectives for GV Multimedia is the development of new products and tools that are born from understanding the needs of our customers and collaborating with our colleagues. As a direct response to our clients' needs GVMM have developed resources such as **GVCARE+, GV247**,**GVCAVE** and **GVCORE,** all developed to improve project delivery and agility whilst helping improve still further the customer experience and project engagement. Such developments are as a direct result of key learnings from our project reviews and gap analysis.

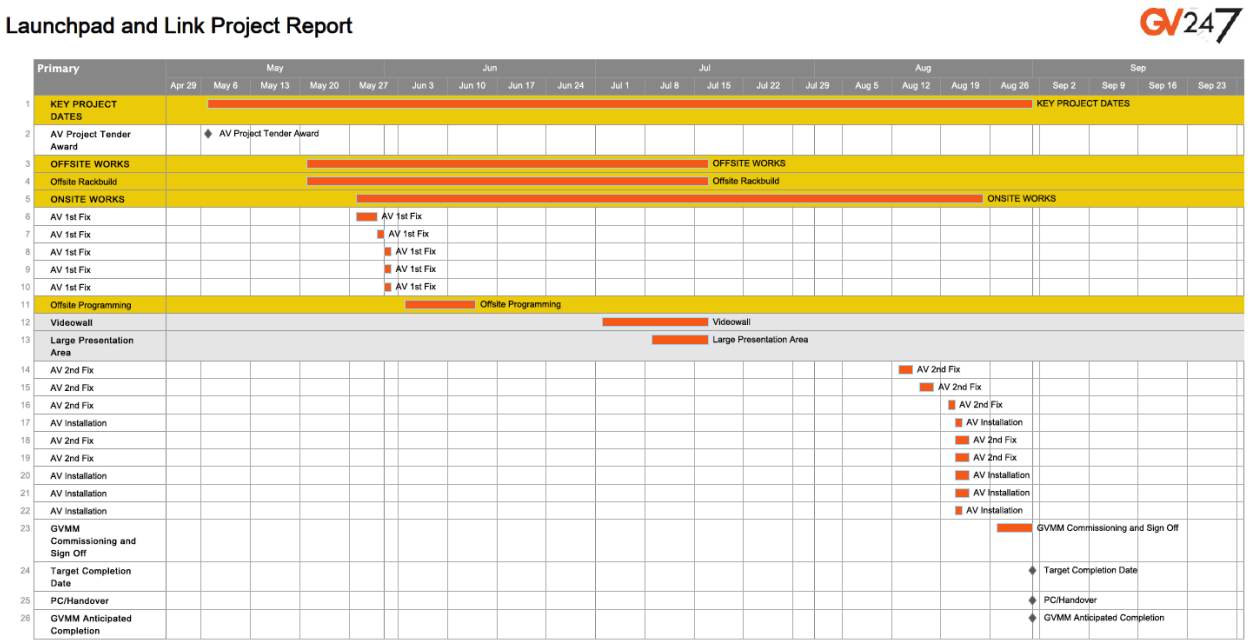
We adhere to and benchmark against our internal standards of excellence as documented in our technical code of practice, the "GVMM Installation Reference and Standards Guide". This outlines standards and expectations for cable preparation and termination, labelling, installation, comportment of our staff and many other expectations that we place on our teams to ensure the highest, repeatable standard of workmanship and behaviour, as well as providing a reference for all.

We understand individuals and multiple teams may interpret quality and standards differently so **GVCAVE** is designed to ensure consistency in all our works.

Appendix D - GVMM Installation Reference and Standards Guide V1.5

(F) Summary time frame to deliver project.

Please see our high level report, High Level Report – See also "Appendix C – High Level Report.pdf". Snapshot below.



This is based on the dates provided and some estimated project completion deadlines but will need to be fully reviewing in coordination with the main contractor project programme.

1.2	**QUESTION 1.2 – DEFECTS AVOIDANCE** With regards to defects avoidance and robustness of design, please explain how your quality control processes ensure that the client can at all times try to avoid the following areas of deficiencies but ensure the design is robust ?. As a minimum your response should cover points 1-5 as below: The full design is the responsibility of the Contractor. **(1)** Design deficiencies **(2)** Material deficiencies **(3)** Specification problems **(4)** Workmanship deficiencies **(5)** System operation and funciton deficiencies All areas are of equal importance to Falmouth University This question is worth **20%** of the tender marks and the supplier should provide a comprehensive response. **Scoring Criteria:** Scored 1 -5: Each question will be scored in accordance with Section 6.1 – Scored questions. A weighting will be applied to arrive at an overall score for each Technical Assessment.

1.2 - Insert response here

(1) Design deficiencies

The first tier of avoidance is at design level. As such, we have highlighted areas of note in our technical reponse document “Appendix F – Technical Review Document”. In this are our initial thoughts and results of first investigation on any areas that we consider may require further attention.

The recommended process following submission is a meeting with the client team to work through these comments and define any adaptations that may be advantageous or further actions, testing or demonstration that will be needed to finalise the specification in the confidence that it meets the required standards.

Our team are vastly experienced in the provision of audio visual systems into higher education and other sectors and as such we are ideally placed to offer commentary on what’s available in the market as well as being able to look to our nationwide technical team for any lessons learned across our projects. With four of the technical team, including the Group Technical Director, based out of our Exeter office we have over 20 years of AV experience locally to work on any areas of concern.

Once onboard in the project and following on from the design review, a final set of schematic drawings and any relevant site coordination drawings will be created and provided for comment, review and approval. Following this process, these will become the master documents for the project and a change process, with change log documentation, will be implemented to track any adjustments that may be required through the ongoing project to ensure a clear history of this process.

(2) Material deficiencies

As mentioned previously, we have defined and tested cable standards in place which ensure that all cables installed meet the necessary building and audiovisual standards and are of a high quality manufacture. This includes LSF/LSZH installation cable and all audio, video, control, power and data leads. In general, these are procured through a reliable supply chain who work to a consistent, documented set of standards and performance specifications and are held in ready stock at all times to avoid any need to deviate from this.

See also page 6 of “Appendix D - GVMM Installation Reference and Standards Guide V1.5” for our site cable standards.

When considering fixings for equipment and bracketry, an “over-engineering” approach is taken to ensure that all fixed items are safe and secure.

Mounting hardware and brackets are, wherever possible, sourced from either recommendations by the manufacturer of the device to be supported or a reputable and tested manufacturer from our supply chain

who specialise in this field, such as Unicol, Top-tec, Peerless and Chief. In the case of custom items, we ensure they are made with a high load safety factor by a local metal fabricator and take into account any structural advice that may be required. In addition, secondary safety measures are taken such as chains or tensioned Gripple wires.

(3) Specification problems

Specification issues are typically borne out of miscommunication or a lack of understanding of the final project objectives. In the case of this tender, the core specification has been interpretted from the worded specification in combination with the schematics and other information provided, alongside our longstanding experience of working with the University.

It would be our intention to review the actual performance specification with client team as the beginning of the design review meeting so as to gain a full and complete understanding of the requirements of the system. With this in mind, we can then compare that with the schematics and system design and offer any recommendations where we feel that there may be deficiencies to be overcome and/or advantages to be gained through adaptation to the designs.

In the event that such changes are desirable, a cost analysis will be undertaken and provided for approval prior to integrating into the final solution.

(4) Workmanship deficiencies

4.1 Control Mechanisms and Standards – Engineering

With a blend of highly skilled and experienced in-house engineers, coupled with a large trusted and vetted team of local sub-contractors it is vital that all of our engineering teams follow the same high standards and practices across all sites. To this end we operate to an internal technical code of practice, GVCAVE to portray our 'One Company - One Standard' approach to AV projects. Where client/site specific requirements do not override ours, this forms the installation practices for our teams.

GVCAVE is a technical repository for our AV standards designed to ensure consistency in our approach across all sites nationwide and all projects irrespective of location or engineering team involved. This code of practice is incorporated into our inductions and tool box talks at commencement and throughout the various phases of each live project.

See also - "Appendix D - GVMM Installation Reference and Standards Guide V1.5"

From an engineering perspective the GVCAVE covers the standards of documentation for 1st & 2nd fix methodologies including connection standards & protocols, positioning of LFDs (Large Format Displays), optimal positioning and ambient light conditioning for projection, equipment accessibility & security and also positioning of speakers via the use of EASE (Enhanced Acoustic Simulator for Engineers) where applicable.

Some examples of these standards are:

• Cable Type – Selection of the right cable for the task whilst conforming to industry standards of best practice and alignment with manufacturers recommended solutions.

• Terminations – Selection of the right connector along with the termination method and any associated tools.

• Structure Cabling – Best practice for cable lacing and any length issues involve when using certain cables over distance

• Testing – Use of the correct test equipment and the means to document such tests

4.2 Rack / Lectern Integration

GV rack builds are designed to meet our customers' exact specifications. Rack integration is largely undertaken off-site in our purpose-built workshops with the clear benefits of a controlled environment where monitoring and quality control are of the highest importance and best managed.

Further enhancements to our workshop test facilities include the means to sign-off the build itself alongside

a full check of the system functionality prior to the lectern or rack being released for site integration.

GV operates a large stock holding of rack-build materials and consumables so that our racks are consistent in cosmetic appearance, of the highest quality and built with greatest efficiency. Cabling standards are in place to ensure that all cables used are consistent, high quality and conform to the necessary standards, in the case of installation cabling we ensure we comply with current building regulations, in particular that these cables are LSF/LSZH construction where such variants are available.

Our dedicated, experienced team of rack builders are skilled at building AV racks to bespoke timescales and schedules, specification and to the highest quality. GV Multimedia have all of the benefits of a multi-million-pound National Company with systems and infrastructure to support this plus the unique benefit of multiple local rack build centres.

Using our GVCAVE standards we maintain consistency of build across all branches, customers and projects. Our practices are based on both BS8590 and AVIXA standards and refined over 40 years of GV service delivery.

Our rack build workshops are supervised on a project specific basis by members of our technical projects team that are on hand to provide any specific guidance in terms of rack layouts, thermal management, schematics and cable schedules along with guidance and quality checks.

4.3 Testing

Creation of test certificates shows a beginning to end log of the build, quality control and a final test, these are made available on the GV247 Project Access platform and at project handover.

In addition to our own internal testing and quality control procedures we have developed a host of comprehensive and dynamic witness testing methods that can be employed to best match the client's needs.

Once complete, off site builds can be witness tested by our clients or their representatives at our build facilities or, should they not be available, via a video call to perform remote witness testing. As an alternative to this we can provide a short video walk though showing basic functional testing and proof of concept as an archived video file.

Any defect or anomaly is then documented in GV247 and addressed before commissioning of the finished room and customer requests reviewed and agreed, with all relevant project detail and adjustments, with the key client stakeholders.

4.4 Control Mechanisms – Project Management

Part of the role of the GVMM site manager is to maintain quality and ensure the above standards are adhered to, whilst complying with all relevant health and safety requirements. This includes random, recorded spot checks across different areas of the installations checking adherence to health and safety, quality, procedures and disciplines. All of the site visits by our technical projects and management teams during all phases of the project form part of our site auditing process which is fully reported and documented via our GV247 Project Access platform.

(5) System operation and function deficiencies

Where possible, we ensure that the project team will consist of the personnel that were involved in the original tender process as well as the nominated accounted manager for the client in question.

This ensures that key deliverables as stated on the scope and specification documents are understood, communicated, actioned and achieved as well as allowing for a continued flow of dialogue that continues to evolve across all facets of the project. With a carefully designed, reviewed and approved design and specification, system operational and functionality deficiencies should only stem from the onsite deployment , commissioning and testing processes which are dealt with as follows:

5.1 Commissioning

Commissioning is completed in accordance with a check list that followrichs a systematic and logical sequence of tests which are undertaken by the technical managers and the commissioning engineers. The check list document is derived and monitored by senior members of our technical projects team and will include, at a basic level, tests of communication between control processors and devices, video & audio switching and routing, and a line check of all connected sources. All parameters of this testing procedure are agreed with the client in advance of their being undertaken.

In addition, we would also log and document the relevant more advanced or bespoke commissioning procedures such as configuration of DSP units and configuration of other critical hardware.

These check list documents form the basis of project completion paperwork to be presented at the sign-off/handover phase of the project. These will not only be presented to the client but form part of our own auditing process and handover package.

Dead-On-Arrival identification is quickly dealt with for rack build components and any faulty items are checked and corrective action taken then retested weeks before arriving on-site. Site installed hardware is checked at the earliest possible opportunity, although this is sometimes subject to provision of enabling services by others. Our strong relationships with our supply chain mean that the process is clean and as quick as possible.

As outlined within our response above we work closely with our partner manufacturers and distributors to ensure products are forward ordered in good time. Communication between the project manager and the project & installation administrator is critical to ensure that equipment is available and ready when required for the various engineering phases.

5.2 Programming

Typically, GVMM will undertake the programming works within the programme schedule and fully test within the scope of the commissioning activities. In the case of this project, this work is not included in the AV package as the client is undertaking this activity.

As such, we have included the programming into our scope to ensure that this process is tracked within the larger project and that the files are available for the final system commissioning. As such, GVMM would undertake a full commissioning of the systems and communications verifications on the control system to ensure wiring and configuration is all correct and documented then pass over to the client team to deploy, test and finalise. As the control system programming is not part of the AV package being tendered it will not fall part of our handover but we will work closely with the client programming team to ensure that the results are the very best that they can be.

1.3

QUESTION 1.3 - WARRANTIES

Total Marks available for this section 17 %

Please detail clearly below the warranty you offer on the following:

	Months
Q1.31 - Warranty Type – Maximum marks 2%	Your Response
Workmanship / Installation	37 months

			Months
Q1.32 - Key Product Warranties – Maximum marks 5%			Your Response
Item #	Manufacturer	Model	
1	Crestron	DMPS3-300-C	5 years
2	Crestron	DMPS3-4K-150-C	5 years
14	Mersive	SP-7000-E	1 year, warranty cannot be extended.
15	Onelan	NTB-HD-10-S	5 years, 2 as standard, 3 yr ext cost included in our costs
16	Onelan	NTB-4K-2100-SA	5 years, 2 as standard, 3 yr

			ext cost includ-ed in our costs
17	Biamp	TesiraForte CI	5 years
18	Biamp	TesiraForte VT	5 years
20	Revolabs	03-ELITEEXEC8-EU	2 years
51	Vaddio	Roboshot 30 HDMI	5 years, 2 as standard, 3 yr ext cost in-cluded in our costs
54	Lumens	VC-B20U	5 years
55	Panasonic	PT-RZ970/L	5 years
57	Panasonic	TH-55LFE8	5 years
59	Samsung	SMUD46EC	5 years, 2 as standard, 3 yr ext cost includ-ed in our costs

If equivalent products have been used then please make this clear in your tender response.
Any references to manufacturers / brands are for illustrative purposes only, and Bidders may additionally submit prices for an equivalent either as an alternative or as appropriate.

Scored as Methodology at

INFORMATION ONLY – NOT SCORED		
Q1.33 - Please confirm that all other items supplied carry a minimum 12 Month warranty?	√ **- YES**	☐ **- NO** – Please provide further clarification below

Q1.33 - *If No, please provide further clarification.*

State here:

Falmouth University expect the bidder to facilitate the manufacturer warranty claims for equipment that Falmouth University own, but which have been purchased as part of this solution / tender. Where Manufacturers warranties exceed the statutory 12 months, we would expect the supplier to support the warranty periods in their entiretry offered by the supplier.

Please confirm this is the case below:

Q1.34 - √ **YES** - We will support / facilitate all manufacturers warranties until the warranty expiry period. - 5 marks.

Q1.35 - ☐ **NO** - We will not support / facilitate warranties after the statutory 12 month period. - Scored 1 -5

Warranty Support Cost

Mandatory

Q1.36 - √ **YES** – The support costs has been included in the Total cost at Schedule B – Price Schedule /£ NET – 5 marks.

Q1.37- ☐ **NO** – The additional cost to carry out this Service would be:
- 5 marks- Completed - 0 marks – Not Completed

/£ NET

Note: Where no cost is given for Q1.37 above then a score of zero will be given and it will be assumed that the supplier will not support / facilitate warranties after the statutory 12 month period.

Note: Any additional cost will be incorporated and evaluated within the overall cost of the solution at Schedule B – Price Schedule

Question Q1.35 - *Will be scored as per the methdology shown below:*
If you have answered 'No', any changes will be evaluated and scored from 1-5 using the criteria detailed at Section 6.1 - Technical Assessments, and FXPlus will take a view having regard to the significance of your response on FXPlus, particularly having regard to the impact of any amendments on the position re: commercial / legal risk transfer / operational impact.
Tenderers should note that any Tenderer achieving a score of less than 2 out of 5 on this question will be excluded from participation.
Please note that Tenders which contain comments such as 'agreed in principal' or 'subject to further discussion' will, subject to clarification, be assumed to indicate disagreement and as such this may constitute a fail.

1.3 - Insert response here

In reference to 1.31 please also see attached document 'Appendix A GVMM SLA Standard' for further information regarding our standard SLA. GVM also would like to confirm that we will support all manufacturer warranties for their entirety, if a product is out of warranty we also offer paid for repairs where possible.

1.4

QUESTION 1.4 – DRAWINGS AND DESIGNS

This question is worth a maximum of 2%

It is important that title to all designs and drawings are passed over to FXPlus so that FXPlus have up-dated designs and drawings that can be utilised without dispute as and when required and to aid in other projects as required.

The Bidder must confirm that all designs and related advice will at the time of their submission/ or upon payment of those services / works during the term of the Agreement, immediately become the property of FXPlus at no additional cost.

'Yes' = Pass

If you have answered **'No',** you are asked to provide an explanation and your reasons for it, including any additional costs chargeable to FXPlus.

Any changes will be evaluated and scored from 1-5 using the criteria detailed at **Schedule 4**, **Section 6.1** , and FXPlus will take a view having regard to the significance of your response on FXPlus, particularly having regard to the impact of any amendments on the position re: commercial / legal risk transfer / operational impact.

Tenderers should note that any Tenderer achieving a score of less than 1 out of 5 on this question will be excluded from participation.

Please note that Tenders which contain comments such as 'agreed in principal' or 'subject to further discussion' will, subject to clarification, be assumed to indicate disagreement and as such this may constitute a fail

I agree that all designs and drawings ownership will be passed to FXPlus at the time of their submission.	✓ **YES** = 5 marks	I disagree with the statement above and have explained the reasoning for this decision below.	☐ **NO**

1.4 - Insert response here

We can confirm that all designs and drawings will be passed to FXPlus and in an appropriate format that satisfies the clients' requirements. We would also accept that the relevant designs and related advice will become the property of FXPlus as requested above.

As part of the project practical completion handover pack, GVMM, would include 'as built' versions of all schematics and associated designs that capture any changes made as part of the design and installation process. Typically, our schematics are created using D-Tools/Visio, however we would be happy to modify and update an existing document provided by Falmouth University's AV team should that be desirable.

1.5

QUESTION 1.5 - AUDITS

This question is worth a maximum of 1 %.

	Audits are a normal part of University rules and regulations and on occasions, we may need to validate historical and/or current records with your company. This maybe for example: Quotes provided **<u>Actual Costs</u>** Job Reference numbers and values ascertained to them Right to examine financial records to verify the accuracy and appropriateness of the pricing data used to estimate costs in your proposals. Please state below if you agree or disagree to this. **YES** , I agree ✓ **NO** , I do not agree and my reasons are as <u>stated below</u> ☐ If you have answered '**No**', you are asked to provide an explanation and your reasons for it. Any changes will be evaluated and scored from 1-5 using the criteria detailed at Schedule 4, section 1.6 , and FXPlus will take a view having regard to the significance of your response on FXPlus, particularly having regard to the impact of any amendments on the position re: commercial / legal risk transfer / operational impact. Tenderers should note that any Tenderer achieving a score of less than 1 out of 5 on this question will be excluded from participation. Please note that Tenders which contain comments such as 'agreed in principal' or 'subject to further discussion' will, subject to clarification, be assumed to indicate disagreement and as such this may constitute a fail.
1.5	Insert any supporting comments here
1.6	**<u>QUESTION 1.6 – ASSET DATA</u>** This question is worth a maximum of 8%. FXPlus requires asset data for all installed products This data should be provided in excel format and include the following information: project/location; manufacturer; model; serial number; manufacturer warranty; date of warranty commencement. **Please confirm that this information will be made available on or before Practical Completition in its entirety.** √ - **YES,** We will supply asset data as indicated above on or before the Practical Completition date. – 5 marks ☐ - **NO**, we will not supply asset data and have clarified our reasons why below. Scoring Criteria: Each question will be scored in accordance with Section 6.1 – Scored questions. A weighting will be applied to arrive at an overall score for each Technical Assessment.
1.6 - Insert response here Asset Register We would be happy to provide this information tailored to the Falmouth University's requirement and would either provide our own design of asset register in Microsoft Excel format or use one provided by the client.	

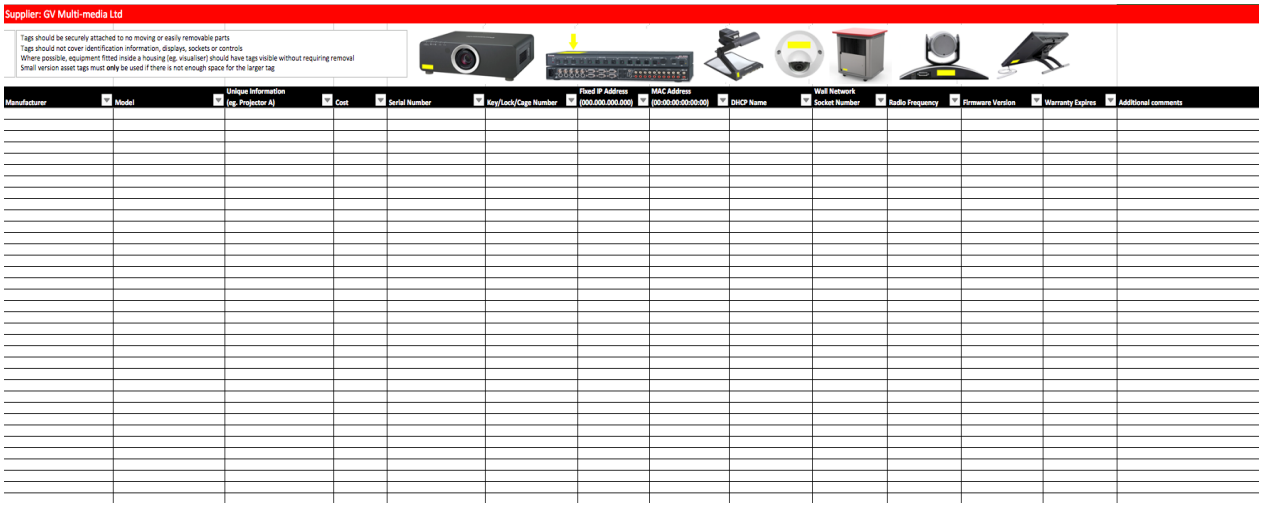
This can be utilised by the University as a final register or it can provide a high level of information to be incorporated into an existing system.

Following approval by the University, this will be our system for asset registration and handover.

We will comply with the required information listed above but additionally will provide MAC address information for any equipment with networking functionality. It is expected that this will then be populated with the final IP address information also, depending on how the University wish to provide and log this information.

Best practice would always be to capture and complete the majority of this information pre-install and only information relevant to site such as data socket number etc. would be filled in at a later date, prior to practical completion.

An example of an asset register completed by GVMM recently, provided by Exeter University, can be seen below;



Supplier: GV Multi-media Ltd

Tags should be securely attached to no moving or easily removable parts
Tags should not cover identification information, displays, sockets or controls
Where possible, equipment fitted inside a housing (eg. visualiser) should have tags visible without requiring removal
Small version asset tags must only be used if there is not enough space for the larger tag

Manufacturer	Model	Unique Information (eg. Projector A)	Cost	Serial Number	Key/Lock/Cage Number	Fixed IP Address (000.000.000.000)	MAC Address (00:00:00:00:00:00)	DHCP Name	Wall Network Socket Number	Radio Frequency	Firmware Version	Warranty Expires	Additional comments

Schedule B: PRICE SCHEDULE

The pricing element of this tender will be scored as below:

Total marks available for this section: 20%

Sub Criteria

1/ Total Net Cost of Solution /£– 20%

Falmouth University is seeking a Company that will provide a first class quality service to Falmouth University, at the most cost effective and competitive prices.

Note: Please note that the Launchpad and Link Building will need Invoicing as separate projects.

AUDIO VISUAL COSTS - SUMMARY

Please state the Total Cost for both projects as below:

The Summary figures stated below will be a summary of costs as per your company quotation.

Bidders are cautioned that while FX Plus has made a good faith effort in preparing this list to be as coordinated and completed as possible, this list may not be complete, may have discrepancies against the drawings, and may not indicate all pertinent information required to prepare an accurate bid.

Falmouth University - AV Design - Equipment List	**Total Net Cost /£**
Launchpad Building	State total NET project cost here /£67,765.50 ex VAT
Cost Breakdown - Breakdown of costs as above for a full itemised quote please see attached 556256 – Launchpad AV Supply – Nick Young	
Supply	£57,178
Delivery	Included
Installation	£10,587.50
Commissioning	Included
Point of contact and support for warranties over manufacturer warranty lifetime (If Applicable and not included in Supply cost)	Paula Morrish – Office Manager

	Total Net Cost /£
Link Building	State total NET project cost here /£55,329 ex VAT
Cost Breakdown - Breakdown of costs as above for a full itemised quote please see attached 556255 – Link Building AV Supply – Nick Young	
Supply	£47,704
Delivery	Included
Installation	£7,626
Commissioning	Included
Point of contact and support for warranties over manufacturer warranty lifetime (If Applicable and not included in Supply cost)	Paula Morrish – Office Manager

NOT SCORED FOR INFORMATION ONLY

EQUIVALENTS

The supplier will be fully responsible for the overall proposed design solution, including delivery and Installation.

Where alternative products have been used or stated, this should be made very clear, highlighted and a justification provided that reassures Falmouth University that the proposed solution will be fully operational and of equal quality, functionality and compatibility. Any equivalent or variant products must also be justified at the tender stage.

Where quality of product is not considered of equal functionality and/or quality or compatibility, this will be taken into consideration within the quality questions.

Important Note

The Penryn campus maintains a existing estate of Crestron control platforms system. Any alternative products/variants must be compatible with this existing system.

Please list any Justification comments and relevant technical data below if applicable. Separate supporting attachments / information may be provided but be clearly referenced.

FURTHER INFORMATION

Appendices 2

File Reference: 02_Appendices 2 - Launchpad.zip

Folder Description	No of Files
Appendices - 2020 Projects	3
Appendices - BDP	3
Appendices - Dodd Group	1
Appendices - Falmouth University	14

SCHEDULE 8

Certificate of Non-Collusion and Non-Canvassing

I/We certify that this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not, and we undertake that we will not

(1) Until the Contract has been made:
(a) Communicate to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the Offer, for insurance purposes or for a Contract guarantee bond;
(b) Enter in to any arrangement or agreement with any other person that he shall refrain from making an offer or as to the amount of any offer to be submitted;
(2) Pay give or offer or agree to pay or to give any sum of money or other valuable considerable directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any offer or proposed offer for the goods/services any act or thing of the sort described in (1) (a) or (b) above.

We acknowledge that if we have acted or shall act in contravention of this certificate, Falmouth University will be entitled to cancel the Contract and to recover from ourselves the amount of any loss and expense resulting from such a cancellation.

In this certificate, the word 'person' includes any person and any body or association, corporate or unincorporated; the term 'any agreement or arrangement' includes any transaction, formal or informal and whether legally binding or not.

Signed: **Date:**

[Please specify whether Managing Director, equivalent position or position of staff member with delegated authority from the managing director to sign such a declaration. If the latter, provide documentary evidence of this delegated authority]

Name (please print)

Position:

Business Name & Address:

Telephone: