

## **Horniman Museum and Gardens**

### **Invitation to Tender and Client Requirements: Radio System Upgrade**

#### **Client Requirements:**

##### **1.1 Introduction:**

In 1901 Frederick Horniman gave the Horniman Museum and Gardens as a free gift to the people for their education, recreation and enjoyment, this vision still remains central to the Horniman today. A blend of high quality collections spanning the natural, multicultural and musical worlds; 16 acres of well managed urban open space; community based educational and leisure programmes and a wide range of performance, events and activities provide an unrivalled opportunity for a diverse range of visitors to encounter and understand the richness and variety of the World in which we live.

The Horniman' audience is local, national and international and it actively seeks to attract users of all ages, backgrounds and abilities. It is a much loved community resource for London and the South East. It has an exceptional record of educational achievement and works with a range of partners to co-design its learning programmes, events and activities with as wide a range of people as possible. In 2019/20 we welcomed over 900,000 visitors to our site, with over 780,000 visiting the Museum.

##### **1.2 Radio System Upgrade:**

The current radio system at the Horniman consists of x72 HYT TC- 610 two way radios assisted by a repeater which was installed around 2015. The TC-610 is an analogue two way radio manufactured by Hytera. As it is built to IP66 standards the TC-610 is protected from dust and it can be fully submersed in water of up to 3 meters. A standard 1200mAh Li-Ion battery comes with the radio itself and can keep the TC610 operating for up to 12 hours. The radio stands at 117mm tall and 54mm wide. There are currently 2 radio channels in operation on site covered by one Ofcom Licence. The second channel is only usable by a few radios, so is not used day to day.

The TC 6-10 radios are no longer available to purchase through nationwide suppliers due to age and reduced functionality. This has resulted in some operational difficulty for the teams on site when one breaks. Although well maintained the current radio system has reached the end of its life and requires full renewal.

##### **1.3 Health and Safety:**

Please note that the Security Reception area is staffed and operational 24 hours a day 7 days a week. Works to this area should be of minimal disruption. Any work required in this area will require contractors to show a negative covid-19 lateral flow test from within the previous 24 hours, and contractors will be required to wear a face mask across nose and mouth at all times. The face mask should be rated as FFP2 or higher.

The Museum and Gardens are visited by large numbers of children and families, including school groups. Care must be taken to ensure the works site is secure.

Please see the 'Rules for Visiting Contractors' document in the appendix for further information regarding controls on site.

The Horniman will provide access to welfare facilities within the museum at no-cost to the appointed contractor.

##### **1.4 Waste and deliveries:**

As part of the contract the successful tenderer is required to dispose of the existing radio equipment and sundries in a sustainable and ethical manner. As the radios constitute WEE waste, they should be recycled and a waste transfer note provided to the Horniman documenting their disposal in an environmentally safe manner.

#### **2 Tender requirements:**

Please see Appendix A. Radio System Upgrade for a detailed description of requirements.

## 2.1 Tender Programme:

- Tenders Issued: 15<sup>th</sup> February 2021
- Tender returns due: 12pm 1<sup>st</sup> March 2021
- Tender Review Period: 1<sup>st</sup> – 3<sup>rd</sup> March
- Appointment: 5th March 2021
- Site available for works from: 8<sup>th</sup> March 2021

Please indicate in your tender submission your preferred start on site date.

## 2.2 Conditions:

Bidders should note that the Client is not bound to accept the lowest or any tender submitted.

## 2.3 Scoring Scheme:

Tenders will be assessed by Tim Hopkins and Georgia Hillyard. Scoring will be as follows:

Price: 60%

Quality: 40%

The quality score will be based on the following assessment questions, please provide responses:

- 1) Please provide a programme for the delivery of the equipment, installation and training. Please note everything must be completed by the **31<sup>st</sup> March 2021**.
- 2) Please provide detail on your approach to delivering training on the new radio system. **(500 words max)**
- 3) What after sales support will you provide in the maintenance and operation of this radio system? **(600 words max.)**
- 4) Please describe how you will ensure the installation will work effectively across the Horniman Estate. **(500 words max)**

## 2.4 Tender Queries:

Tender queries are to be submitted via email to the following persons:

Georgia Hillyard (Security & Operations Manager) [ghillyard@horniman.ac.uk](mailto:ghillyard@horniman.ac.uk)

Tim Hopkins (Head of Estates) [thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)

Responses to tender queries and tender clarifications will be posted on the Contracts Finder website weekly, please subscribe to the tender to receive regular updates.

## 2.5 Site Visits:

Escorted site visits are available by appointment with Georgia Hillyard ([ghillyard@horniman.ac.uk](mailto:ghillyard@horniman.ac.uk)) at 10am on the 18<sup>th</sup> February.

To arrange an escorted site visit please contact Georgia Hillyard on the email above.

## 2.6 Submission details:

Tenders are to be submitted digitally either via email or document transfer to arrive by 12pm on 1<sup>st</sup> March 2021, to the following email addresses;

**Tim Hopkins** – [thopkins@horniman.ac.uk](mailto:thopkins@horniman.ac.uk)

**Georgia Hillyard** – [ghillyard@horniman.ac.uk](mailto:ghillyard@horniman.ac.uk)

**Please ensure that you include with your submission a total price for the works identified noting any exclusions. Prices should be submitted using Appendix C. Cost Sheet.**

Confirmation of receipt of tenders can be sent if requested.

## **2.7 Alternate Proposals**

All submitted tenders must include the specifications outlined within the tender documents. Alternative equipment proposals are welcome but will only be reviewed if submitted alongside a compliant bid meeting our tendered technical specification. Any alternative proposals should detail how it meets the requirements of the Horniman and why it has been submitted in addition. Lone alternative tenders will not be reviewed.

## **2.8 Supplementary information to be provided with tender:**

- Proposed programme.
- Company accounts for the last three years.
- Confirmation of insurances held.
- Company History.
- Examples of two relevant case studies.
- Names, addresses and telephone numbers for two referees.
- Health and Safety Policy.
- Environmental policy.

A compliant bid, must include the above and:

- Completed cost sheet.
- Signed form of tender.
- Programme, with completion by the 31<sup>st</sup> March 2021.
- Completed quality questions.

## **2.9 Cost Breakdown:**

Please provide your tender sums using Appendix D. cost sheet. Alternative proposals should match this layout as much as possible.

## **3.0 Contract Award:**

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

## **3.1 List of Appendices:**

- a) Radio System Upgrade - Scope of Works.
- b) Rules for visiting contractors.
- c) Cost sheet
- d) Terms and Conditions of the Horniman Museum and Gardens.
- e) Form of Tender declaration