**Invitation to Tender**

**Technical Fit-out of the Probus Village Hall Stage and** **Theatre , Cornwall**

**Ref:CAP06005\_2**

# 1. About Probus Village Hall Committee

Probus Village Hall is a well-loved and much-used community asset. The Main Hall is a bright and airy space with a capacity to hold 200 people. It is used for a wide variety of activities by many local groups and societies.

# 2. Background and Context

While Probus Village Hall is a valued community resource, it is currently not being utilised to it’s full potential. We have an ambitious vision of our community space, which will create improved facilities and deliver against our long-term business plan, ensuring the  resilience of the hall and safeguarding it as a community resource into the future.

Our project proposes a scheme of capital and revenue work to make improvements to the building. Capital works will improve our ability to raise income from rental and events (notably through popular theatre activities) and will increase the number of visitors. As part of this project we wish to procure Theatre Safety Systems – add new stage installations comprising of lighting infrastructure, new suspensions, stage equipment and drapes.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on lowest compliant Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities and provide the initial warranty period for the individual items of the installation:

3.1 Theatre lighting infrastructure and wiring

3.1.1 The area over the existing stage has had several additions, alterations and modifications over time which have not always been properly co-ordinated to achieve a cohesive system that now works together. At the time it seemed that these alterations might work for all the users, however sadly in some cases they have not.

3.1.2 The entire suspension system of bars, scenery and cloths now need some serious and urgent updating not only from an operation perspective but from the safety aspect. Serious thought should be given to a system of bars and suspensions that will work for all users and be compatible with any hired equipment that is brought in for specific events.

3.1.3 It is therefore proposed to strip out all the existing structure, check the suspension points, loadings and security of the fixings and where necessary augment the existing suspensions with new bespoke plain lighting bars, scenery support bars and curtain tracks. All such fixings to be load tested and SWL labels affixed.

3.1.4 To supply and install a complete lighting infrastructure comprising of internally wired and plain lighting bars and a DMX data control network to allow hired in equipment to be easily installed and operated

3.1.5 Specific requiemnets

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| Reference | Description | Installation | Qty |
| a | Over-Stage Strip Out | Contractor to remove all the existing steel tubes, tumbler cloths and thier mechanisms from over the stage except for any 48.3 mm tubes used for lighting supports. All the existing fittings should remain in place, but load tested ready to take new barrels and curtain tracks. | 1 |
| b | Front of House Strip Out | Remove the existing FOH lighting bar and provide 3 no new fixing straps from a suitable roof truss to accept a new internally wired lighting bar. Remove the ‘pipe clamps’ from the existing short trapeze plain bar and replace them with 48.3mm barrel clamps. Suspensions to be load tested. | 1 |
| c | FOH Side lighting bars | 3m Plain Horizontal 48.3 mm dia (4.5mm walled) Aluminium Bar mill finish to be fixed to the side walls each with 3 no. proprietary 300 mm stand-off brackets 60kg SWL | 2 |
| d | FOH lighting bar | 6m x 6 way internally wired Lighting Bar mill finished suspended with bespoke metal straps from the ceiling trusses and a hanging clamp SWL 120kg fitted with 6 x 16amp CEE17 Sockets wired to 3 circuits terminating in a connector box at one end and 1 x DMX 5 pin XLR Socket also terminating in the connector box. | 1 |
| e | Mid stage lighting bar | 6m Plain Horizontal 48.3 mm dia (4.5mm walled) Black Anodised Aluminium Lighting Bar fixed with Universal Bar Clamps Black Anodised | 1 |
| f | Rear stage lighting bar | 6m Plain Horizontal 48.3 mm dia (4.5mm walled) Black Anodised Aluminium Lighting Bar fixed with Universal Bar Clamps Black Anodised | 1 |
| g | Scenic Suspension Bars | Contractor to replace the 3No barrels forming a U at the rear and side stage used to support scenery. These must be repositioned at the same height but be 48.3mm diameter. They shall be fixed to the side and rear walls with barrel Kee Klamps to form a ridged structure and load tested. | 1 |
| h | DMX socket outlets | Provide proprietary DMX 5 pin sockets in suitably sized surface steel boxes labelled DMX/1-6 etc, DMX Input 1 & 2 and wired in Cat5 Shielded cable for the input and output of DMX | 8 |
| i | DMX Distribution | Provide a 6-way DMX Splitter/Merger Unit 2 inputs and 6 outputs to take signals from a lighting desk to the DMX sockets on the drawing (Enclosures 1-5). This unit to be fed via a FCU located adjacent to the unit. The final position to be agreed on site. | 1 |
| j | Non-Dimed Lighting Sockets | Allow in your costs to convert or re-wire some of the existing 15amp circuits feeding the formally dimmed lighting sockets and provide 16amp CEE17 sockets in all positions as indicated on the drawings (Enclosures 1-5)  for new theatre type LED lighting fixtures. Label and test all circuits. | 6 |
| k | Dimmed Lighting Circuits | Allow in your costs to convert or re-wire some of the existing 15amp circuits to feed dimmable lighting sockets and fit them with 16amp CEE17 sockets as indicated on the drawings (Enclosures 1-5) for theatre type tungsten lighting fixtures. Label and test all circuits. | 1 |
| l | Non-Dimed Lighting -Mains Distribution | Provide a new mains Distribution Board to feed the 16-amp CEE17 non-dimed sockets fitted with 10amp MCB protection. This board shall be fed from a spare way in the existing stage main distribution board. | 1 |
| m | Front Of House Suspensions | Check the load bearing of all the FOH suspension drops to ensure that the proposed Internally Wired bar and side wall bars can take the weight. | 1 |
| n | Back Stage ‘Blues’ | Wire 3 No ‘Birdie’ low wattage fittings on one circuit fitted with blue colour filter and with LED GU10 lamps. These to be wired in 20mm black plastic conduit and switched from a FCU connected to the stage lighting distribution board. These fittings to be mounted on the rear track stand-off brackets as shown on the drawings (Enclosures 1-5). | 1 |
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| **Preferred Suppliers:** | |  |  |
|  |  | **MTX for lighting bars, outlet boxes, suspensions etc** | |
|  |  | **Acme for DMX splitter/merger** | |
|  |  | **Van Damme for Shielded CAT5 Cable** | |
| Alternative suppliers will be considered but must be raised during the clarification period with the tenderer for agreement/rejection. See section 5 | | | |

3.2 Sound system wiring and infraturcture

3.2.1 The village hall has some sound equipment which presently is in working condition and is adequate for most of the use it gets. However, we are looking to improve and add to the system by purchasing 4 additional radio microphones and new speakers. Please feel free to make suggestions based on your experience of a suitable type to work with the existing receivers.

3.2.1 To update and improve the existing sound system infrastructure that exists in the hall. New Speaker and switched mains cabling to be installed to both speaker points located FOH left and right at high level. These speaker points shall be wired back in a radial formation to a, TBA location, in a bespoke cabinet to be located on the side wall of the hall. Two audio signal lines and one Network circuit being run from this location to the control position at high level on the rear wall of the hall. Two audio signal lines being run from each side of the stage the TBA location in a bespoke cabinet on the side wall of the hall. Test and set to work.

3.2.2 Specification

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| Reference | Description | Installation | Qty |
| a | Mic outlets points | Two dual mic outlet points, single gang 3 pin XLR sockets in bespoke metal boxes located one on each side of the stage, the exact location to be agreed. | 2 |
| b | Lockable Equipment Housing | The hall’s existing useable sound equipment shall be re-located in a bespoke lockable cabinet located on the side wall of the hall with a FCU located adjacent to feed all the equipment mounted inside.  Existing equipment to be re-located.  1 x Yamaha MG82CX Mixer  1 x DP Audio CD Player  2 x Sennheiser Freeport EMI-E (863 – 865 Mhz  1 x Bodypack Lapel Microphone Tx  1 x 4-way 13amp distribution board  1 x Battery charger unit. | 1 |
| c | FOH Speakers | Replace the Front of house left, and right speakers mounted on proprietary adjustable angled brackets these to be active with a range of (47hz to 20mhz) | 2 |
| d | Green room | Provide both video and audio connections to the rear of stage two dressing rooms to allow productions to be heard and viewed off stage. Suitable bespoke metal connection boxes. The VGA and Audio etc will also terminate in also the lockable equipment box. | 2 |

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| **Preferred Suppliers:** | |  |  |
|  |  | **MTX for Microphone, RJ45, VGA & Network outlet boxes** | |
|  |  | **Electrovoice for Active Speakers** | |
|  |  | **Sennheiser for Radio Microphones** | |
|  |  | **Van Damme for microphone cable** | |
| Alternative suppliers will be considered but must be raised during the clarification period with the tenderer for agreement/rejection. See section 5 | | | |

3.3 **Audio visual system**

3.3.1 At present there is a small pull-down screen fitted to the side wall of the hall used in conjunction with a portable projector. It is proposed that by adding an electrically operated roll down screen above the proscenium arch in front of the main tabs, film shows, video nights and higher quality presentations can be offered to users of the hall.

3.3.2 Supply and install a bespoke AV system comprising an electrically operated roll Down Front Projector screen in front of the prosc. Arch The projector shall have data cable run to the side of the hall terminating in the sound box so that a good quality DVD player can be directly connected into the projector This will allow a DVD player to be used and if necessary, connected to the sound desk.

3.3.3 Specification

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| Reference | Description | Installation | Qty |
| a | Projector | Supply a suitable projector capable of projecting from the centre of the hall mounted for ease of service. The approximate throw would be 7000 with a picture format of 16:9 suitable for wide screen presentations from a laptop. | 1 |
| b | Projection Screen | 4m wide roll down electric front projection screen in a 16:9 format to match the projector to be supplied. The projection screen (up/down/stop) shall be controlled from the locked Sound system housing so that unauthorised users cannot gain access to it. | 1 |
| c | Network Connection | Allow for connections to the projector and the network also to terminate in the sound connections cabinet | 1 |

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| **Preferred Suppliers:** | |  |  |
|  |  | **Audio Visual Materials Ltd for Electrically operated roll down screen** | |
|  |  | **Audio Visual Materials Ltd for the Projector** | |
|  |  | **MTX for RJ45 Socket Boxes** | |
|  |  | **Van Damme for HDMI & Cat5 Cable** | |
| Alternative suppliers will be considered but must be raised during the clarification period with the tenderer for agreement/rejection. See section 5 | | | |

**3.4 Stage tracks and drapes**

3.4.1 At present the stage bars are of different diameters and sizes. We would like to make them compatible with theatre lighting hook clamps so that theatre luminaires can be located anywhere above the stage. The present tumbling cloths are not fit for purpose and are very noisy in operation during scene changes. These are to be removed.

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| Reference | Description | Installation | Qty |
| a | Scenic Cloth Stage Track | Supply and install a Single Walk Along mid stage track for use with painted scenery cloths. Complete with 2 sets of runners ready for hanging 2 sets of cloths, one at each end of the track, (no overlap) Track length approximately meters together with all necessary fixings and suspensions from the buildings structure. | 1 |
| b | Rear Wall Masking Track | Supply and install a Single Walk along rear stage track to mask stored scenery at the rear of the stage This track should be fitted with face fixing brackets standing off from the rear wall 300 at the rear of the stage for storage of scenery etc out of sight. (No overlap) Track length approximately meters together with all necessary fixings and suspensions from the buildings structure. | 1 |
| c | Mid Stage Scenic Cloths | Single Scenic Canvas headed to 7000 x 3800 drop, chain weighted, no fullness fitted with sewn in large snap hooks. | 2 |
| d | Rear Wall Masking Curtains | Single of Inherently Flame-Retardant Black wool serge Masking curtain, headed to 7000 x 3800 drop chain weighted, no fullness, with sewn in large snap hooks. | 1 |
| e | Scenery Support Bars | Replace the existing three No. support bars of various diameters with plain 48.3 mm dia Black Anodised Aluminium Bars fixed with Universal Bar Clamps | 3 |
| f | Over stage Suspensions | Check the load bearing of all the over stage suspension drops to ensure that the proposed curtains, tracks, and scenic support bars can take the weight. | 1 |

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| **Preferred Suppliers:** | |  |  |
|  |  | **Hall Stage for Curtain Tracks and Suspensions** | |
|  |  | **Hemstitch for Curtains & Scenic Cloth** | |

**3.5 Induction hearing loop**

3.5.1 A induction hearing loop to enable hearing aid users to clearly hear presenters, concerts and anything going on in the hall.

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|  | Description | Installation | Qty |
| a | Hearing Loop Driver | Supply and install a Ampetronic C% Perimeter Hearing Loop Driver 5A to be mounted in the lockable AV box located at the side of the hall towards the rear. | 1 |
| b | Hearing Loop Boundary Microphone | Supply and install a Boundary Microphone in the centre of the ceiling sited towards the stage to pick up the spoken word, sound from the PA System or other produced music etc | 1 |
| c | Driver Cable | A single driver loop cable approximately 50 meters long to be taken from the lockable AV box around the room at high level and returning to the loop driver | 1 |
| d | Microphone Cable | A single microphone cable approximately 30 meters long to be taken from the lockable AV box to the boundary microphone position. | 1 |

**3.6 After sales service** (this a requirement to be supplied by the supplier but will not be considered in the evaluation of the tender response)

Please provide the price of a full maintenance contract the installation you offer. Please give your suggested maintenance items, frequency and availability with response times should an emergency arise.

4**. Budget**

The total maximum budget available for this commission is £40,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until acceptance by the Probus Village Hall Committee. The timetable for submission of the Tender, completion of the programme are set out below.

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| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 23 January 2024 |
| The contractor may request a site visit before 5 Feruary 2024 by emailing: ivankmyles2022@outlook.com | 1700:5 February 2024 |
| Last date for clarifications to queries to be raised | 1700:5 February 2024 |
| Last date for response to clarifiations to be posted on Contracts Finder | 06 February 2024 |
| Deadline to return ITT | 1700: 15 February 2024 |
| Evaluation of ITT | 19 February 2024 |
| Preferred supplier notified | 22 February 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 60 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Please provide your proposal and any necessary technical or specification sheets.

6.2 Complete and return the compliancy and costing matrix Enclosure 6.

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Probus Village Hall Committee.

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Probus Village Hall Committee or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Probus Village Hall Committee to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[ivankmyles2022@outlook.com](mailto:ivankmyles2022@outlook.com)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Probus Village Hall Committee to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Probus Village Hall Committee unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. The award of the contract will be to the LOWEST COMPLIANT BID.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with this ITT and the tenderer’s response.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to

[ivankmyles2022@outlook.com](mailto:ivankmyles2022@outlook.com)

with the following message clearly noted in the Subject box:

Technical Fit-out of the Probus Village Hall Stage and Theatre, Cornwall

**Tenderers are advised to request an acknowledgement of receipt of their email.**

**15.** **Disclaimer**

The issue of this documentation does not commit Probus Village Hall Committee to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Probus Village Hall Committee or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Probus Village Hall Committee and any other party (save for a formal award of contract made in writing by Probus Village Hall Committee or on behalf of Probus Village Hall Committee).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Probus Village Hall Committee or any information contained in Probus Village Hall Committee’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Probus Village Hall Committee for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Probus Village Hall Committee reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Probus Village Hall Committee liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures

1-5 Drawings

6. Compliancy and costing matrix