

PART TWO

SPECIFICATION

Introduction

Warren Hill Crematorium carries out on average 2000 cremations per year. The crematorium has two ceremony rooms, Edgar Newman and Albert Munn. The Albert Munn room is part of the original construction of the crematorium while the Edgar Newman Room was completely rebuilt as part of an improvement programme at the site in 2013. Since 2002 music facilities at the Crematorium have been supplied by our partner Crematorium Music Limited. The music provision has been used extensively by service users of the crematorium. Families have been able to personalise their service by providing favourite pieces of music as well as photographs displayed on a screen in the ceremony room. Audio and visual facilities have also been provided in the waiting rooms for larger services as well as audio facilities in the Porte Cochères.

To ensure the crematorium service continues to provide the highest level of service, maximising the digital technology that is now available and one which will offer added value through the delivery of additional service options, the Council is seeking to replace the existing visual & audio system in the ceremony rooms.

The Albert Munn ceremony room has seating for 70 people with further standing space for an additional 50 people. The lectern is situated at the front of the chapel and the existing audio system is located at the rear of the chapel with the organ. The Edgar Newman ceremony room has seating for 135 people together with 80 people standing. The layout follows the same format as above although while the Albert Munn room is long the Edgar Newman room is wide. The current system allows funeral directors to arrange music for services through a website. The playlist is then downloaded to a workstation at the organ where the music for the service is currently controlled .by the organists.

Celebrants have the use of a microphone system which will need to be replaced as part of this contract.

New screens and speakers will need to be provided.

Sun light can be an issue in the Edgar Newman ceremony room and will need to be taken into consideration when providing a suitable solution.

The authority also provides wedding facilities at the site.

Requirements

1. Install necessary hardware to both ceremony rooms, waiting rooms and porte cochères which permits high quality audio and visual requests (not in porte cochères) to be played.
2. Should the proposed solution require the leasing of any of the hardware, this lease agreement must include all maintenance and support for this equipment throughout the term of the contract
3. Should the proposed solution require the Council to own any of the hardware, all standard warranties and guarantees must apply for at least the term of the initial contract.
4. Supply and install screens to both ceremony rooms and both waiting rooms and speakers to both ceremony rooms, waiting rooms and porte cochères.
5. Supply microphones to both ceremony rooms to be used at the lectern and working through the new audio system.
6. The solution must be of a standard, quality, size and number suitable for all attendees for a service at Warren Hill crematorium. All new equipment supplied and installed are to be to best industry practices and standards applicable at the time. All wiring, power outlets and other ancillaries necessary for the successful installation of the system are to be supplied and fitted by the contractor or sub contractor to the contractor approved in agreement with the Authority . All visible cables to be placed in trunking where no other hidden routing options are available.
7. All equipment to be compatible with other systems on the site.
8. Potential Suppliers are required to carry out an on site visit and create their own plan of the buildings by prior appointment before submitting tenders.