

Bolsover District Council

Executive

30 November 2015

Council Chamber Refurbishment

Report of the Council Chamber Working Group

This report is public

Purpose of the Report

- To approve the tenders for the refurbishment of the Council Chamber at the Arc.

1 Report Details

1.1 The Council is undertaking a strategic review of its use of accommodation at The Arc in light of the enhanced leisure facility and other ongoing work. The first stage of this is to relocate the council chamber from its current position on the west side of the building to the old library formerly occupied by Chesterfield College.

1.2 Such a move has a number of benefits. It will tie the Council's public-facing functions (council chamber, reception, payment area and customer contact centre) into one space, free up a large space on the west side of the building for other purposes as well as address long-standing concerns members have about the fitness for purpose of the existing council chamber. These concerns include the current provision of AV and microphone technology which have previously experienced problems and impacted on the degree to which members and the public have been able to effectively participate in the Council's decision-making processes.

1.3 Accordingly, a working group comprised of officers from property and estates, governance, IT and communications together with elected members have been exploring different options for a new council chamber. This exploratory work culminated in two formal tenders which were split into three elements:

- Furniture;
- AV and microphone equipment;
- Internal building work.

1.4 A copy of the tender specification is attached at **Appendix A**. The tenders received were evaluated at a meeting of the working group on 12 November 2015 on the basis of 70% quality and 30% cost. Quality was subdivided into two elements:

- Quality of materials used;
- Experience of similar work.

2 Conclusions and Reasons for Recommendation

- 2.1 Seven suppliers tendered for the furniture element. The working group has recommended that Flexiform be awarded the tender at a cost of £78,119.48. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
Flexiform	68.97
Company B	64.14
Company E	61.77
Company F	58
Company G	57.28
Company D	50.89
Company A	49.32
Company C	Did not tender for this element

- 2.2 Seven suppliers tendered for the AV and microphone equipment. The working group has recommended that ProAV be awarded the tender at a cost of £49,165.88. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
ProAV	75.85
Company B	72.51
Company E	65
Company A	61.21
Company F	58.47
Company C	49.94
Company D	48.20
Company G	Did not tender for this element

- 2.3 Three suppliers tendered for the internal building works. The working group have recommended that G Wilkinson be awarded the tender at a cost of £28,530.60. They scored the highest on the basis of cost and quality, as set out below:

Company	Tender Points Total
G Wilkinson	100
Company B	99.14
Company A	97.04

- 2.4 Subject to approval by Executive, the working group will meet with the three contractors to clarify the process and timescales and ensure that materials tie in. Meetings will also be held with Leisure and Elections Teams to enable due regard to be given to the proposed leisure facility consultation and election timetable. Members will of course be kept up to date with the proposals as they progress.

3 Consultation and Equality Impact

- 3.1 Consultation has been undertaken with members through the working group and in other fora.

4 Alternative Options and Reasons for Rejection

4.1 To remain in the current council chamber however this would not deliver the aims of the wider accommodation review and members have indicated that the existing arrangements are not fit for purpose.

5 Implications

5.1 Finance and Risk Implications

The total cost of the project is £155,815.96 which is to be funded through the Transformation Reserve.

5.2 Legal Implications including Data Protection

The approval of tenders over £50,000 is a function of Executive.

5.3 Human Resources Implications

None.

6 Recommendations

6.1 That:

- (a) Flexiform be appointed to provide furniture for the new council chamber at a cost of £78,119.48.
- (b) ProAV be appointed to provide AV and microphone equipment for the new council chamber at a cost of £49,165.88 plus annual maintenance charges.
- (c) G Wilkinson be appointed to provide construction works for the new council chamber at a cost of £28,530.60.

6.2 The costs of 4.1 above be funded through the Transformation Reserve together with a contingency budget set at 10% of the total cost of the project.

6.3 The Assistant Director – Property and Estates be given delegated powers, following consultation with the working group, to carry out any activity to progress the refurbishment project having due regard to the proposed leisure facility construction and elections timetable.

7 Decision Information

Is the decision a Key Decision? (A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards)	Yes
District Wards Affected	None.

Links to Corporate Plan priorities or Policy Framework	Providing our customers with excellent service Transforming our organisation

8 Document Information

Appendix No	Title
A	Project specification
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
None.	
Report Author	Contact Number
M Kane	7753

Report Reference –

**ANNEX B2
SPECIFICATION**

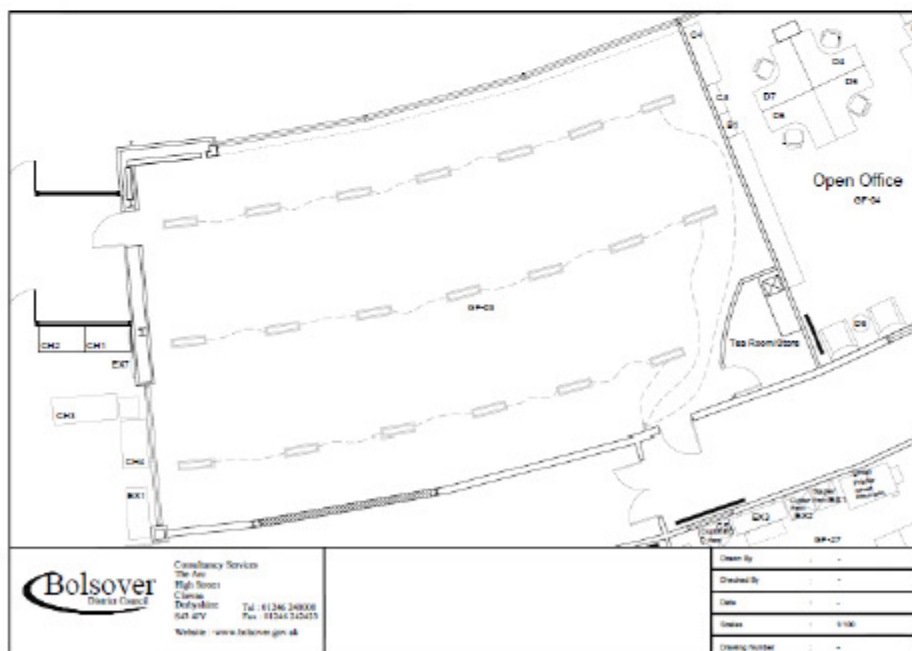
Introduction

Bolsover District Council is a local authority based in Derbyshire, serving a population of roughly 77,000. Together with the coalfield communities of Bolsover, Clowne, Shirebrook and South Normanton the District includes large areas of open countryside. The Council's main headquarters, known as The Arc, are based in Clowne. There are 37 elected members on the Council.

As part of an ongoing accommodation review, the Council wishes to relocate its council chamber from one part of the building into a recently vacated area previously used as a library. A group of councillors as well as officers from property and estates, governance and IT have met as a working party to explore ideas which have contributed to this specification for Council Chamber furniture and AV/microphone equipment. Other building works such as new carpet, lighting adjustments and blocking up of internal doors will be tendered for separately.

Dimensions

The available space roughly measures 10.4m from front to back, 16.1m in width at the front where the windows are and 16.6m in width across the rear wall up to the small tea room in the corner. An illustrative plan is given below:



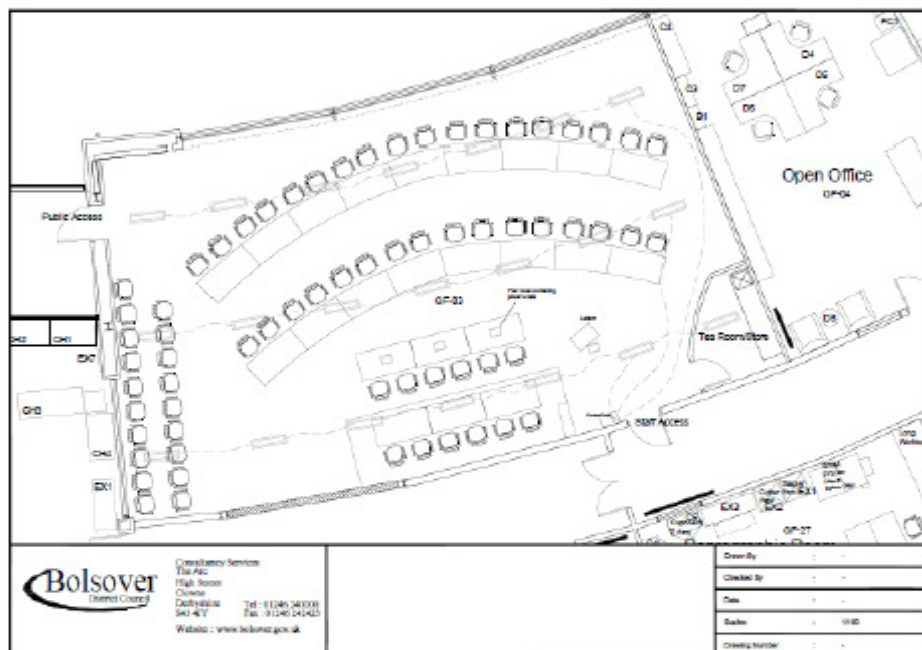
Furniture

The Council is seeking a good quality furniture solution with modesty panels and inlay design to tables together with good-quality fabric seating (colours to be advised).

The council chamber should have a portable raised platform (with portable disabled ramp access) along the rear wall, with a top table that seats six people (for the Chair, Vice Chair, Leader, Deputy Leader, Chief Executive and Clerk) together with a smaller table directly in front of, but not on, the raised platform. The smaller table will seat up to six other officers who may be called on to advise the Council.

The remaining members should be arranged in two arced rows totalling 17 tables that can accommodate 34 seats. A lectern should be provided to the right of, but not on, the raised platform.

Public access and seating for up to 20 will be to the left of the room. These must be in a different style to the members' seating. No separate 'press' area is required. Below is an illustrative layout plan:



AV Facilities

Two HD projectors with accompanying 2.4m wide electric projector screens should be positioned on the rear wall either side of the top table with wireless presentation system and easy-to-use touch-screen control system with sufficient video switching and distribution equipment.

Rather than a separate screen on the front wall the two top tables should be fitted with small 10 inch AV screens that reflect what is on the main screens, enough for one between two. The control unit should be located to the right of the raised platform with input for VGA and HDMI. The lectern should also include a 10 inch screen so speakers can follow their presentations without having to look behind themselves.

In addition, the Council is seeking a 35 unit wireless microphone system and two tie clip microphones with PA system together with wall mounted speakers sufficient for the room size including audio DSP to manage and EQ sources. The control unit should include audio recording software. Please quote for optional electronic voting. An infra red hearing loop system with 10 receivers is also sought.

Quote should include regular servicing and maintenance.

Quotations

Tenders are invited for either or both of the elements included in this tender on the basis of 70% quality and 30% cost. Quality will include a submission's ability to meet the specification described, in the timescales specified, and similar work undertaken at other organisations.

Contacts for further information: <https://in-tendhost.co.uk/noecpc/asp/Home>

The Council would like the new Council Chamber installed around New Year 2016.