



# **Telephone and Broadband assessment and provision at Victoria Hall, Kidsgrove**

## **Specification of Requirement**

### **Kidsgrove Town Council**

Hannah Marr

Town Clerk

01782 782254

[townclerk@kidsgrovetowncouncil.org.uk](mailto:townclerk@kidsgrovetowncouncil.org.uk)

**ISSUED: 1<sup>st</sup> June 2023**

## **SPECIFICATION BRIEF**

### **1. Purpose**

The purpose of this project is to undertake an assessment and provide a detailed specification for the replacement of the telephone and broadband provision within Kidsgrove Town Hall.

### **2. Background**

Kidsgrove Town Council was created in 1974 when Kidsgrove Urban District Council became part of Newcastle Under Lyme Borough Councils part of the Local Government Act 1972. The Town Council serves the community of Kidsgrove including Talke, Butt Lane, Newchapel and Mow Cop and elects 20 members.

The Town council are currently looking to purchase new telephone and broadband provision for the offices and town hall.

### **3. Site Location**

The address of the site is Kidsgrove Town Council, Victoria Hall, Liverpool Road, Kidsgrove ST7 4EL

### **4. Specification Requirements**

#### **Telephone and Broadband System**

Assessment and provision of telephone and broadband system for Victoria Hall, Kidsgrove

### **5. Evaluation of Returns**

The following information is required as part of the return:-

- Detailed product specification for items included in the project.
- Detailed methods for items included in project
- A Programme of Works
- Qualifications of personnel working on the project
- RAMS and Public Liability insurance certification to the value of 10 million pounds is required.
- Professional Indemnity Insurance to the value of £2 million pounds.

The project will be evaluated separately on the following basis:-

- 40% price
- 20% product specification details and any perceived added value.
- 40% flexibility method details

### **6. Programme of Works**

A detailed programme of works to be provided for the project, with an anticipated start date ideally July 2023

### **7. Fees and Payment Arrangements**

Upon completion of the work to the satisfaction of the Town Council the contractor will submit an invoice for payment monthly. Invoices will be paid within 30 days of receipt in line with Government Regulations. The Town Council wishes to appoint a self employed / company and the person appointed will not be employed directly by Kidsgrove Town Council

### **8. Contact details and site visit**

The project is being led by Kidsgrove Town Council. For any enquiries or clarifications please contact Kidsgrove Town Council on [accounts@kidsgrovetowncouncil.gov.uk](mailto:accounts@kidsgrovetowncouncil.gov.uk). Accompanied site visits can be arranged by prior appointment preferably between 9am and 1pm Monday - Thursday

### **9. Returns**

**Deadline for returns is midnight on Sunday 2<sup>nd</sup> July 2023**