

PROJECTION EQUIPMENT FOR THE COUNCIL CHAMBER

1 SUMMARY

- 1.1 This report invites the Committee to consider acquiring new projection equipment for the Council Chamber.
- 1.2 There is no statutory requirement for the Council to purchase such equipment.

2 INTRODUCTION

- 2.1 At the meeting of the Corporate Resources Sub-Committee held in September 1999, it was agreed that demonstrations should be arranged of possible new projection equipment for the Council Chamber. These demonstrations took place in February this year and as a result it was suggested that a small group of members should visit another site where some of the proposed projection equipment was already in use. The Head of Administrative and Member Services was also asked to look at the possible replacement of the sound system in the Council Chamber.
- 2.2 USL subsequently withdrew its interest in the Council's project. However, Forward Vision arranged for a site visit at the premises of Alcatel in Greenwich and this was attended by Cllrs Fox, Mrs Glynn and Livings. As a result of that visit, the attached quotation (Appendix 1) has been received from Forward Vision. In addition to the figures quoted, a lap top computer would be required to act as the host computer referred to in the quotation. There would also be a charge for ongoing maintenance from year 2 onwards of 10% of the initial purchase price.
- 2.3 A budget provision of £30,000 exists within the Council's capital programme.

3 PROJECTION AND AUDIO EQUIPMENT

- 3.1 The current projection system is over 10 years old and no longer offers quality projection. In addition, the projector is not compatible with current technology and members will be aware that when Powerpoint presentations are made it is necessary to bring portable equipment and temporary cabling into the Council Chamber. The current arrangements also require additional members of staff to attend Planning Services Committee in order to operate the camera equipment.
- 3.2 The current sound system within the Council Chamber is defective and as a minimum needs replacement of the amplifier and speakers.
- 3.3 The proposed equipment will allow Powerpoint presentations to be made. It will also enable plans and other documents to be scanned into a format suitable for projection by whoever is giving the presentation. Preparation of

presentations can therefore be undertaken in advance of any meeting. However, the “visual presenter” will permit other documents brought straight to a meeting to be displayed. The proposed combination of equipment will therefore provide flexibility for both Council and other users of the Chamber.

- 3.4 The replacement of the current single large screen with screens at the front and back of the Chamber will allow viewers to see what is being projected irrespective of where they are sitting in the Chamber.
- 3.5 The Acting Head of Planning Services is satisfied that the new equipment will meet his requirements for Planning Services Committee. The capability for one person to operate the new equipment will enable the number of staff attending Committee to be reduced. However, Members should be aware that there is a staffing implication involved in scanning plans into the new system in advance of the meeting. Nevertheless, the electronic storage of plans will assist future retrieval and will be of benefit should the Council later decide to implement a system of document image processing and on line public inspection of planning applications.

4 THE WAY FORWARD

- 4.1 Members will note that the quotation exceeds the current budgetary provision. However, because of the modular nature of the equipment it is possible to phase its introduction over two years although some additional costs of installation will be incurred as a result.
- 4.2 After discussion with the Members that attended the site visit, it is suggested that a suitable acquisition programme might be as shown at appendix 2.
- 4.3 The cost of the proposed laptop could be met from the existing budget for IT hardware. Based on the quotation received from USL before they withdrew, it is unlikely that a tender process will result in much greater savings. If Members are minded to proceed with the programme at appendix 2, it would be prudent to seek the agreement of Finance and General Purposes Committee to increase the budgetary provision for 2000/01 to £38,000.

5 RESOURCE IMPLICATIONS

- 5.1 The cost of the new equipment and budgetary arrangements are set out above. There will be staffing implications arising from the need to scan plans in advance of Planning Services Committee although the saving in two staff no longer having to attend meetings of the Committee to operate the current camera equipment will largely offset this. The provision of the new equipment may also increase the number of external bookings of the Council Chamber or enable a higher hire charge to be introduced if Members were so minded.
- 5.2 There is currently £ 30,000 in the capital programme. Although the programme is currently overcommitted, the additional £8,000 is not

significant. The bid for £15,000 for 2001/02 will be considered along with other priorities during next year's budget process.

6 RECOMMENDATION

6.1 It is proposed that the Committee **RESOLVES**

- (1) That new projection and audio equipment be acquired in 2000/01 and 2001/02 as shown at Appendix 2.
- (2) That the provision for projection equipment within the capital programme for 2000/01 be increased to £38,000 and a further provision of £15,000 be included within the draft capital programme for 2001/02. (HAMS)

Andrew Smith
Head of Administrative and Member Services

Background Papers:

Proposal from Forward Vision attached.

For further information please contact Andrew Smith on (01702) 318135



Forward Vision Solutions
Vision House, 156 London Road, Ruscombe.
Twyford, Berkshire RG10 9HJ
Tel: (0118) 9320890 Fax: (0118) 9320891
e-mail: info@avspecialists.co.uk
Web site: forwardvisionsolutions.co.uk

20th April 2000

Andrew Smith
Rochford District Council
Council Offices
South Street
Rochford
Essex
SS4 13W

PROPOSAL No. QT991044/B

Further to the recent site visit in Greenwich we are pleased to forward our revised quote for your Audio Visual requirements for the Civic Suite at Rayleigh.

The Project Requirement

The facilities in the Civic Suite require an overall upgrade to improve both the quality and flexibility of the audio-visual presentations for the members and visitors. Currently members of the committee are unable to see the information being presented by the single ceiling-mounted LCD Projector on the screen behind the bench. There is therefore a need for a second screen and the projector needs to be much brighter and a higher resolution than the current model. In addition there is a need for other presentation options for 'last minute documents' in the form of 'building application plans and photographs' to replace the current 'two man document camera'. Presenters need to be able to present easily from the front of the chamber rather than going into the equipment room. Greater control and flexibility is needed in the audio system with better quality sound for individual speakers and the Chairman. Where possible, current equipment should be retained to save cost. Ideally all the different equipment should be controlled remotely and therefore make presentations more effective and professional. In general the equipment should be current, of good quality from recognised manufacturers, easy to use and be low maintenance wherever possible. The overall appearance of the Chamber should be retained and not spoiled by unnecessary equipment or cables. The proposed equipment should potentially be phased in and upgraded in line with the budget available.

DATA/VIDEO PROJECTION

All Computer/Video images will be projected simultaneously onto two ceiling mounted motorised projection screen using two ceiling mounted Sharp XGNV6 Data/Video LCD projectors mounted side by side. One screen will replace the existing screen, whilst the second screen will be directly opposite for viewing by the 'bench' seated area. The centre line of each screen will be slightly off centre from each other but based down the centre beam, with the projectors mounted level with the screens.



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There will be two computer inputs - one for the host computer (connected to network and located in the equipment rack) and a second laptop computer (and auxiliary video input for a visualiser/cam-corder/Digital camera) located at one end of the 'Bench' seated area. The existing 'Planning' document camera will be replaced with one and/or two options:

- 1) A desktop or free standing AO Scanner connected to the host computer and
- 2) A Digital Camera (with tripod) which can also be downloaded to the host computer (the subject being 'pinned up' on the existing pin board) or if an image is required immediately, the digital camera is connected directly into the video input situated in the 'bench' seated area. The host computer to have a wireless mouse for operation outside the equipment room. The existing video player will also be replaced.

| QTY | DESCRIPTION | UNIT PRICE |
|-----|-------------|------------|
|-----|-------------|------------|

XGA PROJECTOR

- | | | |
|---|--|------------|
| 2 | SHARP XGNV6E 1024 x 768 Data/Video LCD Projector with motorised zoom/Focus. 2200 ANSI Lumens. (True XGA, SVGA, VGA and Mac 19"/16"/13" compatible) UXGA high resolution images in Advanced Intelligent Compression System. Remote control with mouse control, Auto sync Keystone correction, Full array of presentation tools, user friendly icons, VGA cable Power supply, DVD Compatible. Low fan noise. Weight 7.2Kg. Instruction Manual. Manufacturers two years return to factory warranty | £ 5,965.00 |
|---|--|------------|

CEILING MOUNT

- | | | |
|---|---|----------|
| 1 | Special make (side by side) Projector ceiling mount | £ 312.50 |
|---|---|----------|

PROJECTION SCREEN

- | | | |
|---|---|------------|
| 2 | Heavy duty motorised projection screen 8ft diagonal (including switch plates) | £ 1,062.50 |
| 2 | Mounts for motorised screen | £ 300.00 |

AUDIO SYSTEMS

There will be two Audio Systems. The first will be an amplifier and two flat white wall mounted speakers located either side of the existing screen position to improve the overall sound distribution throughout the Suite.

The second will be a P.A. conference microphone/speaker system to replace the existing set-up. By pushing the delegate talk button, the microphone is switched on and an LED indicates that the microphone is in use. Once the delegate has finished, the automatic cut-off will operate. The chairman can override any delegate with this system. The optimised uni-directional gooseneck microphone and speaker design ensures high quality speaker sound. Two wireless microphones, either lapel or handheld are included with the conference system to give additional speakers a voice if needed.

| QTY | DESCRIPTION | UNIT PRICE |
|-----|--|-------------|
| 2 | Jamo Art Flat wall speaker | £ 159.38 |
| 1 | Denon PMA 535R Amplifier | £ 193.75 |
| 1 | TOA Compact/lightweight open conference system includes:- 1 off chairman's unit, 25 Delegates Units, 1 Central amplifier, 1 off Alternating recording machine and 2 wireless microphones. | £ 10,937.50 |

SOURCE EQUIPMENT

This equipment will be situated in the adjacent equipment room, using the existing rack. The Vidar Scanner to be utilised for the AO Builders Plans and for 'instant presentations' the digital camera and tripod can be used to photograph items on the pinboard and then presented via the video input on the bench for general presentation through projector. All of the following source equipment can be controlled by the optional AMX control system: VCR, Computer switcher inputs, video switcher, projector control, volume control, motorised projection screens, and with available connectivity to control other items such as a DVD Player, lighting, air conditioning, motorised curtains, plus any other video and/or audio sources that may be require in the future.

| QTY | DESCRIPTION | UNIT PRICE |
|-----|---|------------|
| 1 | Toshiba V728B Video player/tuner (NTSC/PAL) | £ 297.50 |
| 1 | Gyropoint II Wireless mouse | £ 168.75 |
| 1 | Sanyo Digital Still Camera Megapixel. Includes mains Adaptor and Manffretto tripod. | £ 552.00 |

- 1 Vidar Desktop Select Scanner – perfect cost effective solution for £ 6,995.00
Large format black/white upgradeable scanner solution Superior
Paper handling, multiple camera design. Optimal res. 400 dpi, max
Res. 400 dpi. Speed: 0.5" per sec @ 400 dp, 1" per sec @ 200 dpi
- 1 TruInfo Software; Windows based software to give full scanner £ 795.00
Control. With archive software.
- 1 JVC AV-P750 Visual Presenter for presenting two and three £ 2,495.00
Dimensional objects clearly. Includes x12 motorised zoom lens:
Auto-focus 5-position arm, Book support, 35 mm slide holder
Camera panning facility. Comprehensive inputs

TECHNICAL

| QTY | DESCRIPTION | UNIT PRICE |
|-----|---|------------|
| 1 | Equipment rack accessories (shelves, blanking plates fused MDU etc) | £ 361.25 |
| 1 | Monitor splitter unit (1 to 2) | £ 181.25 |
| 1 | Computer switcher unit (1 to 2) | £ 367.50 |
| 1 | Video/Audio switcher (8 to 1) | £ 536.25 |

INSTALLATION

| QTY | DESCRIPTION | UNIT PRICE |
|-----|---|------------|
| 1 | Furniture under table built in line driver/wall plate (for computer & video inputs) | £ 431.25 |
| 1 | Cables, connectors etc | £ 690.88 |
| 1 | Installation labour | £ 2,625.00 |
| 1 | Hoist Hire | £ 62.50 |
| 1 | Project Management Designs, drawings and schedules | £ 1,107.50 |



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OPTIONAL AMX CONTROL SYSTEM

Due to several items of equipment requiring switching, it is recommended that a control system be installed where all the equipment is controlled by a wireless touch panel. This hand-held" panel can be black/white or coloured and can be moved to suit the individual presenters.

The AMX control system is the technology that is raising standards of sophistication to a new level both at work and at home. This powerful remote control system appears frequently in corporate settings where executives easily direct polished, professional multimedia presentations. These systems reduce a series of complex functions to a single command from just one control panel. This means that you can add a variety of media and adjust room control for a professional presentation or conference with the touch of a finger. without distracting the presenter(s) or the captive audience. So flexible are the systems that they are capable of handling an unprecedented range of electronic devices, so advanced they will readily accommodate evolving technologies into the future. Additional inputs are available with this system for control of lighting etc.

AMX CONTROL SYSTEM

| QTY | DESCRIPTION | UNIT PRICE |
|------------|--------------------|-----------------------|
|------------|--------------------|-----------------------|

OPTION 1

| | | |
|---|--|------------|
| 1 | AMX viewpoint control system (colour viewpoint panel, Axcen 3 controller, RF receiver, power supply, (2 Motor controllers for motorised screens) | £ 3,860.00 |
|---|--|------------|

| QTY | DESCRIPTION | UNIT PRICE |
|------------|--------------------|-----------------------|
|------------|--------------------|-----------------------|

OPTION 2

| | | |
|---|--|------------|
| 1 | AMX system but with greyscale panel (as above) | £ 2,900.00 |
|---|--|------------|

PROGRAMMING

| | | |
|---|-----------------|----------|
| 1 | AMX Programming | £ 875.00 |
|---|-----------------|----------|



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PLEASE NOTE:

Prior to any agreed installation we would wish to confirm final installation measurements and specification with you on site. At that time we would expect to bring a sample of the control system with a similar control function to that you require and a sample of the delegate system for your approval. Any queries and changes to the overall specifications would be agreed at that time.

All mains electrical installation requirements are to be provided by the customers preferred electrical engineers and at the customer's expense.

Extended and Preventative Maintenance/Service contracts are available, these cover all parts and labour costs plus a loan replacement unit if required, an 8 hour response time in the event of equipment failure plus collection and delivery costs. Please contact our office for further details.

I hope this proposal is sufficient for your purposes, and I look forward to receiving your further instructions. Please do give me a call if you have any immediate queries.

Conditions of this Quotation:-

1. This quotation is valid for 30 days only.
2. All prices quoted are exclusive of VAT rate applicable.
3. All quotations are subject to our terms and conditions.
4. Our payment terms are strictly 14 days.

Signed by

Patricia Davey on behalf of Forward Vision Solutions.

APPENDIX 2

PROPOSED ACQUISITION OF PRESENTATION EQUIPMENT

| Year 1 | £ |
|---|-----------|
| 2 x projectors | 11,930 |
| 1 x ceiling mount | 312.50 |
| 2 x motorised screens | 2,125 |
| 2 x mounts for motorised screen | 300 |
| 1 x scanner | 6,995 |
| Software for above | 795 |
| 1 x laptop | 2,000 |
| 1 x visual presenter | 2,495 |
| 1 x equipment rack | 361.25 |
| 1 x monitor splitter | 181.25 |
| 1 x computer switcher | 367.50 |
| 1 x video/audio switcher | 536.25 |
| 1 x amx controller (greyscale) with programming | 3,775 |
| 2 x flat wall speakers | 318.76 |
| 1 x amplifier | 193.75 |
| Installation | 4,917.13 |
| Total | 37,603.39 |
| | |
| Year 2 | |
| 1 x Video | 297.50 |
| 1 x wireless mouse | 168.75 |
| 1 x Digital camera | 552.00 |
| 1 x conference sound system | 10,937.50 |
| Installation | 2,000 |
| Total | 13,955.75 |