



SNAITH & COWICK TOWN COUNCIL
TENDER FOR CCTV MONITORING SERVICES
and MAINTENANCE CONTRACT

Version 1.0

January 2021

Contents

1.0	Background to the Tender	3
2.0	Service Required	3
2.1	Reports	4
2.2	Additional Quote	4
3.0	Basis of the Tender	4
4.0	Clarification of Meaning of Contract	5
5.0	Period of Validity	5
6.0	Commencement Date	5
7.0	Tendering Procedure	5
7.1	Tender Forms	5
7.2	Conditions of Tender	5
8.0	Evaluation of Tender	6
9.0	Acceptance	6
Appendices		
A	Form of Tender	8
B	Schedule of Requirements	10
C	Certificate of Bona Fide Tender	13
D	Details of Professional Accreditation	15
E	Collusion Declaration	17
F	References	19
G	Insurance and Health & Safety Policies	21

1.0 Background to the Tender

Snaith & Cowick Town Council brought its CCTV System and Monitoring Service back in-house six years ago, for efficiency and cost-saving purposes. The new system was installed in 2015, providing coverage from five cameras at key locations in the town centre. The contract included for a 1-year monitoring period, after which the service could be re-negotiated or re-tendered.

The Town Council have recently decided to invite tenders for the provision of CCTV Monitoring Services for the parish of Snaith and Cowick to ensure continued value-for-money is being provided to its residents.

2.0 Service Required

There are five cameras located around the town centre;

1. Market Place
2. Selby Road
3. Pontefract Road
4. Joint Use Play Area (JUPA) on Bourn Mill Balk Road
5. The Priory Church

All cameras are 360° rotating dome cameras with the exception of that located on The Priory Church, which is fixed.

The images are relayed from the cameras back to the Town Council office via a mix of radio links and broadband, from which they are sent via a dedicated broadband line to the current monitoring office based in Leeds, West Yorkshire.

All electricity and broadband costs are met by the Town Council.

A full breakdown of the Monitoring Service required is as follows;

- Cameras are to be operational 24/7 with images retained for **30 days** prior to being overwritten.
- **Weekday Monitoring:** dedicated system monitoring each night between the hours of 5pm and 8am from Monday through to Thursday
- **Weekends:** dedicated system monitoring from 5pm Friday until 8am Monday morning

The camera at JUPA also has a loudspeaker facility to warn people that are acting anti-socially in the park that they are being recorded on CCTV. During periods of dedicated monitoring, it is expected that this facility is utilised if necessary.

A playback facility (but not the recording of images) is required for the Town Council office. Information should also be provided on the procedures to be followed in the event that footage is required to be reviewed i.e. an Image Request Form.

2.1 Reports

Weekly progress reports are to be provided electronically to council staff. These should include a breakdown of the type of incident observed and whether the emergency services were called. A template can be agreed on with the successful contractor.

It is also requested that the successful provider provides a separate report on any HGV's which are observed ignoring the 7.5T weight limit on Selby Road. During the image monitoring, if an HGV is caught on the Selby Road camera, it is requested that a screen shot be taken of the offending vehicle (with the registration plate and company livery visible) and forwarded to the Town Council on a weekly basis for further action. Please contact the Town Clerk for more information if necessary.

2.2 Additional Quote

The Town Council are considering the installation of a further CCTV camera, which would be located at the junction of Butt Lane with Cowick Road.

It is anticipated that the power supply can be sourced by linking into an existing Lighting Column, although separate discussions regarding this are on-going with East Riding of Yorkshire Council.

Those who are tendering are therefore asked to include a separate quote for the provision of this camera. It would be need to be a fully-functional 360° dome camera and the costs should include for any supplementary costs in ensuring the images can be relayed back to the Town Council office via radio links.

If you have any questions on this separate matter, please contact the Town Clerk on 01405 862663.

3.0 Basis of the Tender

Tenders are invited on an open basis that:

- The Contract Period of Monitoring will be for 1 year and then negotiated yearly thereafter.
- The Council also have the right to re-tender the Monitoring Contract after the first year.
- The Council will not be responsible for or pay the expenses or losses which may be incurred in the preparation of this tender. Tenderers will be deemed to have included in their tender all costs to be incurred in complying with the Tender Documents and no additional payments will be made for the Tenderers failing to do so.

4.0 Clarification of Meaning of Contract

- Tenderers should seek to clarify any points of concern with the Council before submitting a Tender. For this purpose contact should be made with the Town Clerk Vicky Whiteley. Should there be any matters of principle or remaining doubt which Tenderers consider are not adequately covered in the Tender documents then these matters should be submitted in writing.
- The details set out by the Council in the Tender document are given in good faith and believed to be correct. The Council however does not warrant the accuracy of those details and the Tenderers should make their own appropriate enquiries deemed necessary.

5.0 Period of Validity

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the final date for receipt of Tenders.

6.0 Commencement Date

The successful Contractor will be required to commence the CCTV Monitoring Service on **1st April 2021** or such other date as may be agreed .

7.0 Tendering Procedure

7.1 Tender Forms

Tenders for the carrying out of the services under the contract must be made on the Tender Form (Form A) which must be signed by the Tenderer and submitted with the following, all of which must be properly complete:

- Schedule of Requirements (Form B)
- A Certificate that the Tender is bona fide (Form C)
- Details of Professional Accreditation (Form D)
- Health and Safety Policies
- Copy of Public Liability Insurance
- Copy of Professional Indemnity Insurance
- Signed Collusion Certificate (Form E)
- References (Form F)

7.2 Conditions of Tender

All the documents must be placed in a plain envelope. The envelope must, under no circumstances, bear any name or mark indicating the name of the sender.

No Tender will be considered if it reaches the Council after 12 Noon FRIDAY 12 FEBRUARY 2021.

Tenderers are advised to visit the area to ascertain all relevant conditions and means of access and thoroughly to acquaint themselves with the extent and nature of the proposed Services and will be deemed to have done so before submitting a Tender.

Tenderers should treat details of their Tenders and any subsequent contact as Private and Confidential. All information supplied by the Council in connection with this invitation shall be treated as confidential by prospective Tenderers except that such information may be disclosed so far as is necessary for the purpose of obtaining securities, guarantees and quotations necessary for the preparation and submission of the Tender.

The Council will publish the amounts of all the Tenders and the name of the successful Tenderer.

8.0 Evaluation of Tender

In evaluating Tenders received the Council apply the rules of most economically advantageous tender and will take account of the following factors:

- Compliance with the Tender specification
- Relevant experience
- Price
- Two References from previous customers.

Tenderers may be required to make a presentation of their proposals as part of the Tendering procedure and Council Members may also wish to visit your premises (in accordance with social distancing guidelines at that time).

9.0 Acceptance

The Council is not bound to accept the lowest or any tender.

10.0 APPENDIX TO INVITATION TO TENDER

10.1 Description of Council Area

Name of Council:	Snaith and Cowick Town Council
Address for correspondence:	26 Market Place, Snaith, East Yorkshire DN14 9HE
Telephone Number:	01405 862663
Name of Supervising Officer:	Mrs Vicky Whiteley
E-mail:	townclerk@snaithandcowicktc.co.uk
General Description of Area:	<p>The Town of Snaith is located in East Yorkshire, the Parish of Snaith covers three areas, Snaith, East Cowick and West Cowick.</p> <p>Snaith and Cowick Town Council is supported by the East Riding of Yorkshire Council.</p> <p>Snaith and Cowick is located close to the M62 and has easy access routes to Leeds, York, Hull and Doncaster.</p> <p>Snaith is the main settlement and supports many outer lying villages.</p>
Population:	The Parish of Snaith & Cowick currently has a population of 3579, based upon the last Consensus.

APPENDIX A: Form of Tender

FORM A

FORM OF TENDER

TO:

The Employer

Address of Employer

For the Attention of

Regarding

DATE:

We have examined and understand the contents of this Invitation to Tender. We offer to complete the Works for

£ Sterling (excluding VAT)

Authorisation

Signed:

Name (Print):

Position:

For and on behalf of:

Date:

Full address, including postal code, to which all communications relating to this Tender should be despatched:

Main Point of Contact:

Address:

.....

.....

.....

Telephone Number:

APPENDIX B: Schedule of Requirements

(Please include a full breakdown of cost and equipment)

FORM B

SCHEDULE OF REQUIREMENTS

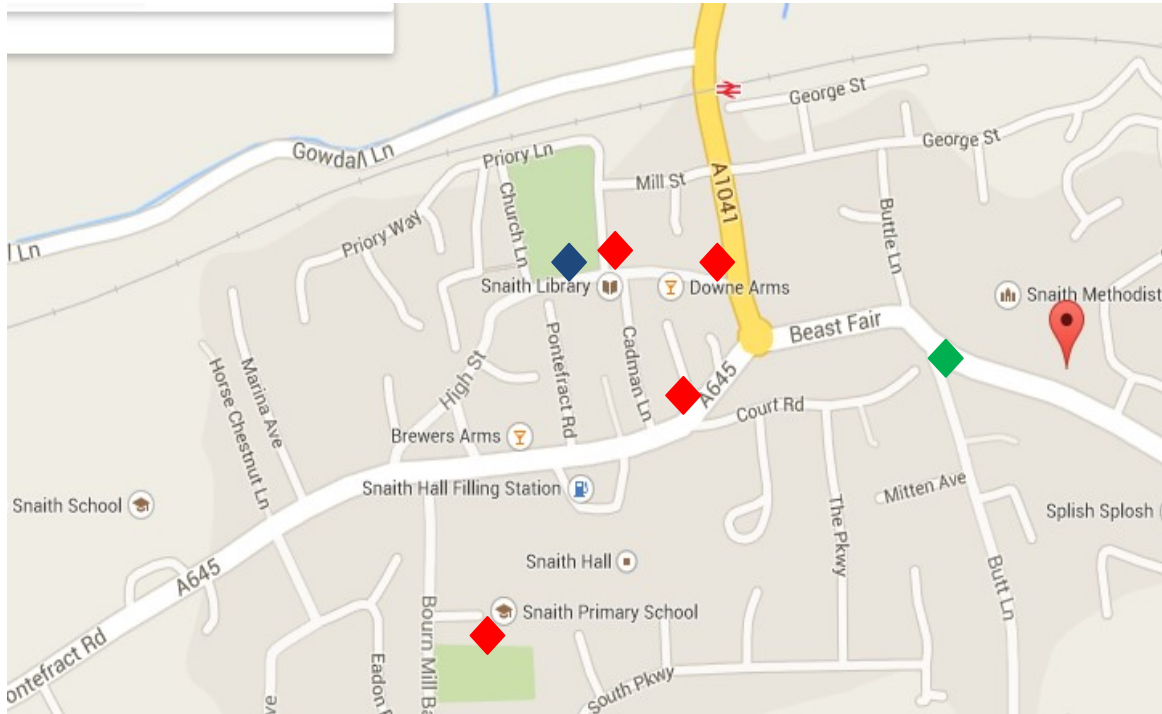
Item	Description/Location	Item Cost (£s)	Cumulative Cost (£s)
Monitoring Costs			
Weekly off-site monitoring	Between 5pm to 8am Monday to Friday		
Weekend off-site monitoring	From 5pm Friday to 8am Monday		
Maintenance			
Maintenance Charge (based on 2 inspections per year) for all cameras and associated equipment	-		

Item	Description/Location	Item Cost (£s)	Cumulative Cost (£s)
Automatic Number Plate Recognition Camera			
Provision of Dome Camera	Butt Lane/Cowick Road		
Installation and Connectivity			

Notes:

1. The price provided in the 'Cumulative Costs' column should represent the annual cost for that element.
2. The production of weekly progress reports are deemed to be included in the above costs.

Map of Snaith



◆ Location of Fully Functional Dome Cameras

1. Market Place
2. Selby Road
3. Pontefract Road
4. Joint Use Play Area (Camera sited on school building)

◆ Location of Static Camera

5. The Priory Church (Static)

◆ Location of new additional camera (to be confirmed)

APPENDIX C: Certificate of Bona Fide Tender

FORM C

CERTIFICATE of BONA FIDE TENDER

In recognition of the principle that the essence of competitive tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT:

1. The Tender ('the Tender') submitted with this certificate is a bona fide tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the tenders any of the following acts:
 - a. communicating to a person other than the person calling for tenders the amount of the approximate amount of the tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
 - b. entering into any agreement with any other person that it shall refrain from tendering or as to the amount of any tenders to be submitted;
 - c. offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or caused to be done in relation to any other tenders or proposed tenders any act or thing of the sort described above.

In this certificate;

4. 'Person' includes any person or any body or association corporate or incorporate.
5. 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Signature: Date:.....

Position in Firm or Company.....

Name and Address of Firm or Company.....

.....

.....

APPENDIX D: Details of Professional Accreditation

FORM D

DETAILS OF PROFESSIONAL ACCREDITATION (Please Provide Details)

APPENDIX E: Collusion Declaration

FORM E

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in the certification, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organisation, entity, or group of individuals.

(Name of person signing for bid or proposal - Please print)

(Signature Required)

(Name of Company)

APPENDIX F: References

FORM F

REFERENCES

Reference 1:	
Company:	
Contact Name:	
Address:	
Telephone:	
E-mail:	
Value of Contract:	
Duration:	

Reference 2:	
Company:	
Contact Name:	
Address:	
Telephone:	
E-mail:	
Value of Contract:	
Duration:	

APPENDIX G: Insurance and Health & Safety Policies

PLEASE INSERT COPIES OF HEALTH & SAFETY POLICY AND INSURANCE DOCUMENTS
HERE