

# Contract Specification

Ref: NNC00000350

The supply and installation of Video Doorbell devices across Clover Hill Ward, Kettering, Northamptonshire.

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# Section 1 – Introduction, meanings and overview

## 1. Introduction

1.1 This specification sets out all the requirements for inviting quotations from suitable organisations to deliver a contract as set out below.

1.2 In this specification, references to the following mean:-

- **The Council** – North Northamptonshire Council
- **The contractor** – the persons or organisation whose quotation is accepted and the contract awarded to and this includes his suppliers and any sub-contractors he appoints under the contract to provide all goods and undertake all or part of the works required.
- **Residential locations** – the actual position on site where each individual video doorbell will be installed.
- **Video doorbell** - each individual video doorbell, which has individual residential location identification numbers on the specification plan.
- **Competent person**: all persons employed by the contractor and his sub-contractors who hold the required qualifications and approvals to undertake specific works required under this contract.
- **Site** – the area contained within the Clover Hill ward where the locations for installing the Alleygates are situated.
- **Goods** – all the video doorbells complete with fittings and internet connection information as supplied by the contractor.
- **Works** - all the activities, operations and processes the contractor needs to perform and undertake on site to install video doorbells.

## 2. Council's requirements

2.1 Following consultation with residents and others, the Council requires video doorbells to be supplied and installed at fifty (50) residential properties across its Clover Hill ward, in the town of Kettering, Northamptonshire (the site).

2.2 All the video doorbells supplied and installed by the contractor will be in full accordance with this specification, including any addendums issued by the Council.

2.3 The contractor will provide full warranties on goods and works under this contract as specified.

2.4 The Contractor is responsible for ensuring he covers all aspects of the specification in his quotation. Omissions by the Contractor that results in him failing to address any aspect and requirement of the specification in his quotation will require him to address such omissions entirely at his own expense.

## 3. Funding for the contract

- 3.1 The contract is part of a project being funded from the Home Office Safer Streets Programme (the grant funder) through a grant (the grant) to the Council.
- 3.2 The Council intends to utilise circa £10,000 of this grant to cover the entire costs of supplying and installing the video doorbells. The grant must be claimed immediately after 31 March 2023.
- 3.3 The Council reserves the right to adjust the number of video doorbells required based on the contractor's quotation price.

#### **4. Contract milestones**

- 4.1 The goods and works must be completed in full by **31 March 2023** upon which the Council requires invoices from the contractor for goods and works so it can make the relevant claims from the grant funder by the deadlines set.

#### **5. Site specific conditions, structures and surroundings affecting the project**

- 5.1 The contract is taking place in the Clover Hill ward, which is part of the town of Kettering in North Northamptonshire.
- 5.2 The ward is a densely populated residential area suffering disproportionately from All Neighbourhood Crime, along with associated issues such as Anti-Social Behaviour and Violence. The contractor will observe that vandalism and criminal damage is reported, which may require additional security measures to be taken to protect the works in progress with all costs associated incorporated into his quotation price.

#### **6. Completion of the quotation**

- 6.1 The contractor will submit his quotation on the e-quotation form supplied. The Council will not accept any other formats or submissions not on this e-form.
- 6.2 The contractor will ensure that the total supply costs and the total installation costs are identified as required in order that the grant milestones for invoicing (para.4.1 above refers) can be achieved.

## **Section 2 – Supply of Video Doorbells (goods)**

#### **7. General requirements**

- 7.1 The Council has not specified a brand of video doorbell and the contractor is required to identify a brand and model he intends to supply under this contract that meets the specification below.

- 7.2 The Council does not require the video doorbells to be connected to a residential property's electrical supply, so no electrical installation requirements are applicable to this contract.

## **8. Technical specification of the video doorbells**

- 8.1 The video doorbells are to meet the following requirements:-

- Capable of being fitted to the outside fabric of a residential property with weather resistant casements and sealing.
- Motion detection capable of being customised to suit the situational circumstances of each individual location.
- Wireless manufacture capable of being paired to a homeowner's Wi-Fi or internet system(s) through the brand's application.
- Fitted with a removable and rechargeable battery with a USB charger cable supplied for battery charging purposes.
- Fitted with a 1080p High Definition camera with day and infrared night capability, door chime, real-time notification, live view and two-way audio.
- Fully weather resistant.

## **9. Warranties**

- 9.1 The brand of video doorbell supplied under this contract will come with a minimum of 1 year's (12 months) manufacturer's product guarantee.

## **Section 3 – Installation (Works)**

### **10. General**

- 10.1 The contractor will always observe that the installation works are to take place in residential dwellings. He will ensure maximum public safety and protection from all aspects of the works required under the contract.
- 10.2 The contractor may undertake the works directly or sub-contract to suitable organisations. The contractor is responsible for communicating all requirements of this specification to sub-contracting organisations.
- 10.3 The contractor's quotation will contain provisions for how he will meet the following requirements.

### **11. Fitting and commissioning of the video doorbells**

- 11.1 The Council has obtained the consent of the property owners where the video doorbells are being installed and this includes permission to fix the video doorbell to the property's external fabric and connect to the owner's Wi-Fi system.

- 11.2 The Council and the contractor will jointly arrange with each residential location, a convenient time for the contractor to deliver and install the video doorbells at each location.
- 11.3 The fitting and commissioning at each residential location will comprise of the following:-
- Fitting the video doorbell device to the external fabric of the building i.e. brickwork, stone wall etc. The contractor will avoid fitting to any plastic/uPVC door and window frames to avoid invalidating any warranties, unless specific permission has been given by the property owner. The exact location of the device will need to be determined at each residential location and will depend on suitability of external walls and the range that the video can operate in full accordance with the Data Protection Act and the General Data Protection Regulations.
  - Pair the video doorbell device with the homeowner's Wi-Fi or internet enabled devices, using the video doorbell's recognised application. Set up the viewing and recording on the homeowner's preferred mobile devices i.e. mobile phone, tablet etc.
  - Ensure the rechargeable battery has a minimum of 10% battery power.
  - Test the system, rectify any connectivity issues, complete all paperwork with the homeowner and ensure they are fully apprised on the battery charging and use of their devices etc.
  - Clear away and remove off site any debris, packaging and waste materials arising from the works. The contractor will wipe all adjacent surfaces and or clean up dust particles resulting from drilling brickwork etc.
- 11.4 The contractor will be responsible for any costs for making good, repair or replacement to any land and properties damaged by him or his sub-contractors, however caused.

## **12. Delivering and supervising the works**

- 12.1 For each of the appointments made, checks will be made to ascertain that an adult member of the household will be present in the house at the time of the contractor's visit. If at the time of the contractor's visit, he discovers that an adult is not present but there are children or vulnerable persons in the house, he is to abandon the visit immediately and contact the Council. Under no circumstances must the contractor enter the house without the adult present.
- 12.2 The contractor will ensure that the works are undertaken by competent person(s) qualified to undertake all aspects of the work required. Checks for

hidden cables and pipes, whether internal or external on buildings at residential locations is the responsibility of the contractor.

- 12.3 The contractor will appoint a competent person(s) to supervise the works, whose role will include but not limited to ensuring all aspects of the Health and Safety at Work etc. Act and associated legislative requirements are met.
- 12.4 The contractor will maintain and monitor the risk assessments required under this contract and in accordance with his health and safety manual.
- 12.5 All sub-contractors of the contractor will be covered by the contractor's health and safety manual and will have been vetted and appointed under a scheme operated by the contractor, which includes full induction, training and auditing of the sub-contractor's competences for the activities required under this contract.

### **13. Hours of work on site**

- 13.1 The contractor will undertake the works on site as determined by the appointments made. This will be between the hours of 09:00 and 16:00. There are no restrictions to working Saturdays but work on a Sunday or Bank and Public Holidays is not permitted without prior consultation and agreement with the Council.

### **14. Welfare facilities, fire control and first aid**

- 14.1 The contractor is responsible for arranging locally based welfare facilities for his operatives undertaking the works on site.
- 14.2 The contractor will have a nominated individual to ensure that any combustible materials are safe and secure, with no fire hazards evident. The contractor will have in place appropriate arrangements as required by the Regulatory Reform (Fire Safety) Order 2005.
- 14.3 The contractor will demonstrate he has assessed the works for first aid requirements and is compliant with the Health and Safety (First-Aid) Regulations 1981.
- 14.4 All accidents or incidents occurring relating to this contract are to be recorded in the contractor's accident book. The Council may request information on all accidents, incidents and investigations and actions taken.
- 14.5 Accident and Emergency facilities are available at Kettering General Hospital (NN16 8UZ).

### **15. Risk assessments and safe systems of work**

- 15.1 The contractor will have in place specific risk assessments and safe systems of work. Such risk assessments and safe systems of work will cover, but not necessarily limited to, the following items:

- Site set up, security and protection of the public
- Operating vehicles, plant, power tools and machinery.
- Control of substances hazardous to health
- Manual handling

15.2 The contractor will ensure all operatives he authorises to use power tools and machinery under the contract will have received appropriate training and undertaken and achieved relevant certificates of competence where required. The contractor will be responsible for issuing all operatives with appropriate personal protective equipment (PPE), as identified by his risk assessments ensuring staff are trained in its use and utilise it appropriately, maintaining the same and providing replacements as required.

15.3 Any vehicles, machinery and plant the Contractor uses to deliver the works will have valid examination certificates and licences as required by relevant legislation in force.

