

**Replacement of Town Centre Video Surveillance system in Warminster and Westbury**

Contract requirements and instructions to tenderers.

Contract Reference: PEM22/0501

Contents

Page Number

Section 1 - Information and Instructions 1 - 4

**Section 1 – Information and Instructions**

**1.1 Introduction**

Warminster Town Council in partnership with Westbury Town Council and West Wilts trading estate (The Clients) installed a Video Surveillance System in the 1990’s.

Recently Warminster Town Council employed a consultant to review the existing system. The review concluded that the system needed updating. The council and partners agreed with the recommendation. It is intended to enter into a contract with a suitably qualified and experienced Contractor to undertake the delivery of this project.

**1.2 Client Requirements**

The fee submissions will comprise of a financial element and written submission. Tender submissions will need to comply with the requirements set out below as well as contain the documentation and information requested. Each partner will be responsible for the cost of the cameras and associated costs within their own areas. These will need invoicing direct. Warminster Town Council will be responsible for the cost of the control room associated costs and will invoice the other partners accordingly.

**1.3 Budget**

The total forecast budget for the project is £190,000-£230,000.

**1.4 Assessment of Submission**

It is the intention of the client to assess the fee bids using a quality matrix.

The client does not bind itself to accept the lowest or any tender, nor will it pay any expenses which may be occurred by any Tenderer in the preparation of this tender.

All recipients of these documents, whether or not they submit a tender, shall treat them as private and confidential. Tenders which do not conform to the foregoing instructions will not be considered. All rates and prices must be, and will deem to have been, tendered exclusive of VAT.

**1.5 Warminster Town Council Project Team**

The Contractors team will work alongside the Parks and Estate Manager under the overall supervision of the Town Clerk and any other persons nominated by Warminster Town Council.

**1.6 Queries**

This tender is administered by the officer below, who is based at Warminster Town Council. Any queries regarding the tender process, the proposed contract, or the specification should be addressed to: -

Mr Stuart Legg, Parks and Estate Manager

Telephone: 01985 214847

E-mail: stuart.legg@warminster-tc.gov.uk

**1.7 Conditions of Contract**

The Town Council intend to enter into a formal contract with the successful tenderer.

**1.8 Conditions of Tender**

The completed Form of Tender and written submission, as specified in the schedule of Documents below, are to be returned to the Town Clerk at the offices of Warminster Town Council by **12 noon, Friday 1st July 2022**

The tenderer must not contact councillors or staff other than the specified point of contact for the Town Council as identified above for any reason at all.

The tenderer must not contact councillors or staff to encourage or support their tender outside the prescribed process

The tenderer is to provide one hard copy and one electronic copy of the submission. The electronic copy must be on a USB Memory Stick and included with the written submission.

The tender documents must be sent by recorded post to Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wiltshire, BA12 8LB. The Town Council offices are open between 9am – 4.30pm. **Any tenders delivered outside of these times will not be accepted.**

Please note, the comprehensiveness and quality of the answers will be used to assess the tender returns.

**2.0 Timescale**

**2.1 Outline of Timescale**

A proposed timescale is below: -

1. A. **Week Commencing 9th May 2022–** Tender documents to be available to contractors.
2. B. **1st July 2022 –** The completed Form of Tender and written submission, as specified in the schedule of Documents, are to be returned to the offices of Warminster Town Council by **12 noon**.
3. C. **25th July 2022 Full Council Committee meeting –** Formal decision by Full Council, based on assessment of Tender submission.
4. F. **15th August 2022 –** Contract awarded to approved contractor.
5. G. **Works to begin – Winter 2022**