

STOWEY SUTTON PARISH COUNCIL



INVITATION TO TENDER FOR THE INSTALLATION OF

A CCTV CAMERA SYSTEM AT

BISHOP SUTTON RECREATION GROUND

BRISTOL BS39 5XJ

1.0 Overview

Stowey Sutton Parish Council (SSPC) have recently installed a children's play area at the rear of the village hall in the centre of the village in an area known as the Recreation Ground. Thousands of pounds have been spent on this equipment and in order to safeguard it and prevent damage or anti-social behaviour, SSPC would like a video surveillance system installed to deter and detect potential offenders.

The contractor will be responsible for the installation, commissioning and the first year of maintenance of the whole CCTV system. SSPC will expect to benefit from any periods of warranty and understand most electrical hardware equipment warranties are now valid for three years.

One duct of about 60 metres has already been installed in soft ground recently when other works were taking place. There are no draw pits installed with this duct.

The CCTV system will record to a local network video recorder (NVR) which will be connected to a local power supply in an external locked cupboard accessible from the rear car park. The system will not be connected to the internet and access to images will only be by attending to the NVR which will be contained within a metal lockable cabinet within the locked external equipment room. The contractor will be expected to supply qualified electricians to enable the connection of a power supply to the equipment room and the devices connected to a non-switched fused spur. Viewing will be using a new supplied 1080p monitor.

The closing time and date for tendering is 12 midday Monday 8th April 2019 and should be sent

by email to: clerk@stoweysuttonpc.org or by post to Clerk to the Parish Council, Stowey Sutton Parish Council, PO Box 1290, Bristol BS39 5XY

2.0 General

This invitation to tender is for the, supply, installation and commissioning of a new CCTV camera and recording system, that will be recorded locally.

The primary purpose of this CCTV system is for historic surveillance of the Bishop Sutton Recreation Ground for all camera locations. It is intended to use 2x 180° 8-megapixel (MPX) cameras affixed to 6 metre tilt-down columns manufactured by WEC or Altron*. A further 3 MPX should be fitted within the locked equipment room to view anyone accessing the NVR.

The NVR will be protected with a UPS to enable the systematic shut down of the NVR in the event of power failure; this is not intended to sustain the whole system for a long period.

The Works shall include the design, manufacture or purchase, supply, delivery, off-load, erection, excavation, connection, testing, setting to work, commissioning and demonstration of the satisfactory operation of the new CCTV system including all associated labour and materials to form a complete working system that provides evidential quality recorded video images.

The Tenderers offer shall include for Planned Preventative Maintenance and Monday to Friday 9-5 year-round Service Call-Out facilities during the Defects Liability Period (DLP), which shall include call-out fees, parts and labour, which will be Free of Charge for the first year. SSPC will expect to retain the benefit of any warranties provided with the equipment (normally three years).

SSPC will also consider proposals for second-user equipment options.

SSPC will assess the Tenders but will not be bound to accept them.

2.1 Tender prices are to remain valid until 31 August 2019

2.2 The contractors Main Responsibilities

After completion of the works, the limit of the contractor's liability for their design is twelve months.

2.3 Timescale

The Starting Date: Not yet known but is anticipated to be within 3 months of tender award.

2.4 Tests and Defects

The Defects Liability Period: Fifty-two weeks after Formal Handover

2.5 Tender Return

One completed set of Tender documents are to be submitted by registered post or recorded delivery or delivered by hand and must be on a firm price basis.

2.6 Acceptance of a Tender

SSPC does not bind itself to accept the lowest or any Tender and will not accept responsibility for any expenses or loss which may be incurred by any Tenderer in the preparation of his Tender. SSPC will also consider proposals for second-user equipment options.

The acceptance of any Tender is subject to confirmation by SSPC and the contract will not be entered into unless or until such confirmation has been obtained and no claim in respect of non-execution of, or reasonable delay, in the Works will be allowed.

The contract will be awarded on the basis of the most economically advantageous to SSPC. The criteria it will use in the evaluation will be: -

- Procedures and practices to ensure quality
- Technical compliance (including equipment, technical support, programme of works, supervision of sub-contractors, experience and specialist knowledge)
- Price
- Maintenance options
- Quality
- Accreditation
- Evidence other council/public authority reference sites

2.7 Contract, Risks and Insurances

The minimum cover for Public Liability risks and insurances is £5,000,000.

3.0 The Site

The works are to be carried out at Bishop Sutton Recreation Ground.

3.1 Equipment*

The system shall comprise of the installation of:

- a) Hikvision: 2x 180° 8 MPX PanoVu Panoramic Dome Cameras (DS-2CD6924F-1(S)/(NFC)[4mm] fitted with infrared
- b) 2x 6 metre tilt-down square columns manufactured by WEC or Altron fitted with a removable winch with buried root base. This will be installed into a suitable base of concrete of 1 metre cubed
- c) Hikvision: 1x 3 MPX Ultra-Low Light Network Dome Cameras (DS-2CD2135FWD-I(S) fitted with infrared
- d) Hikvision: NVR DS-7700NI-4/16P Series recording all images in real-time at 25 ips and retained for 14 days before being overwritten. This will require a minimum of 3 TB of HDD storage. The video format to be employed will be H.265
- e) Hikvision: 1x 1080p Monitor DS-D5022FC
- f) Lockable storage cabinet in to be affixed to wall of equipment room to contain the NVR
- g) UPS for the systematic shutdown of the NVR in the event of power failure
- h) Non-switched fused spur to connect the UPS and NVR to the power supply
- i) There is already approximately 60 metres of duct, but the contractor will be required to link this duct from the equipment room to all cameras. It is believed there will be the need to excavate an additional 40 metres of soft-dig and 18 metres of footway and new 50mm duct inserted to cater for the POE Cat5/6 cabling. There will be no overhead/catenary wires connecting this system.
- j) Small Charles Endirect metal street cabinet to enable a power injection boost for the furthest camera from the NVR
- k) 3x agreed metal signs to comply with the Data Protection Act 2018
- l) SSPC will also consider proposals for second-user equipment options.

3.2 Contractor Suitability

Contractors will be expected to evidence at least three reference sites where they have carried out work for local or other public authorities who are willing to provide a reference as to their satisfaction with the work.

Please provide examples of these in your tender return.

4.0 Maintenance

A Maintenance Agreement will be required to support the new CCTV system, including any second-user equipment.

The Maintenance Agreement between the contractor and SSPC shall be for a term of 12 months after the expiration of the Defects Liability Period (DLP):-

4.1 Mon-Fri- 9-5 (48 hours' notice)

- a. The Maintenance Agreement will relate to the CCTV cameras, the transmission system and the NVR recording equipment and must include the following terms and conditions: -

The commencement date of the Maintenance Agreement shall coincide with the acceptance of the system by SSPC and the expiration of the defects liability period.

During this time, any defects of whatsoever nature shall be repaired/corrected free of any charge to SSPC in accordance with the terms and conditions of the Maintenance Agreement to be concluded between the Tenderer and the Supervisor. It will be based on the terms and conditions contained within this Specification and more particularly described below. For avoidance of doubt, this will mean that all parts and labour in connection with the repair and maintenance of any part of this new CCTV system will be inclusive of the capital costs submitted by the contractor for the installation of this system.

5.0 Camera Location Requirements



Position of column close to 'old' play area



Position of second column close to the end of duct and near outdoor gym



Route of proposed duct



Equipment Room to house NVR showing potential duct route

6.0 Camera Transmission

Tenderers should also ensure the method of transmission chosen locally to link cameras to the NVR is adequate for the intended purpose and the images and the signals should not suffer from interference from any electrical sources, etc. especially from adjacent duct and cable runs occupied by other services and equipment.

The installer must include all cabling (and ducts to make a complete secure system) between camera and street cabinets and NVR in their installation costs. Connection of the cameras to the interface point must be secure.

7.0 Power Supply

The successful contractor will connect to a suitable power supply in the village hall which will supply the UPS and NVR via a new unswitched fused spur. Any power that may be required to boost the power supply (if POE used) to the camera furthest from the power source may be required to be fitted to a new Charles Endirect street cabinet or similar adjacent to the tilt down column.

A 230 volt 50 Hz mains supply is required at all pole and street cabinet locations and it will be the responsibility of the contractor to supply sufficient power take off outlets for all the permanent and test equipment at that site. All electrical works will be carried out in accordance with BS7671: 2018 Wiring Regulations 18th edition with a full NICEIC, Electrical Installation Certificate issued for each electrical installation. Local isolation to be provided by a double pole switch (to BSEN60947:3) with overload and over current protection via a 16A Type B BSEN60898 circuit breaker.

Equipment protection and switching is to be provided by 13A fused connection unit(s) (to BS1363) fitted with 3A BS1362 fuse. Transient suppressers are to be fitted by the contractor to the mains supplies at each camera.

Lightning protection will also be required for all external CCTV equipment and the power supplies.

8.0 Poles and Columns

All 6-metre tilt-down columns fitted with a removable winch on which the cameras will be affixed, will be bespoke WEC or Altron poles supplied by the contractor. The contractor will be responsible for the excavation and removal of debris in order to create the suitable one cubed metre of concrete with a buried root base and cable ducts.

9.0 Network Video Recorder*

The camera images will be recorded onto the Hikvision NVR DS-7700NI- 4/16P Series recording all images in real-time at 25 ips and retained for 14 days before being overwritten. This will require a minimum of 3 TB of HDD storage. The video format to be employed will be H.265. The recordings will be capable of being exported to other medium in the event of data captured of evidential value. It will not be necessary to link the NVR to the internet. The NVR and UPS will be contained within a locked metal cabinet fitted with ventilation holes which will be affixed (bolted) to a permanent, solid structure within the equipment room. The NVR must be capable to restart without human intervention in the event of a power failure. SSPC will also consider proposals for second-user equipment options.

10.0 1080p Monitor*

A Hikvision 1080p monitor DS-D5022FC will be supplied to enable the system to be set up and images captured on the NVR, viewed. SSPC will also consider proposals for second-user equipment options.

11.0 Uninterrupted Power Supply (UPS)

An uninterrupted power supply shall be provided and installed by the contractor at the NVR location to enable the controlled shut down of the NVR in the event of a power failure.

12.0 Signage

The contractor should ensure they take into account the provision of signage to be displayed around the site. Signage should conform to the requirements of the Data Protection Act 2018. Suitable A4 sized, metal signage is to be supplied and fitted to CCTV and street furniture around the new CCTV locations (three signs in total). Details of the wording and signage should be agreed with SSPC prior to obtaining the same and will be displayed at specific locations approved by the council.

13.0 General Conditions of Work

13.1 The contractor shall: -

- a) Carry out all works in accordance with the specification and appropriate British Standards and Health and Safety legislation
- b) Employ a competent site supervisor whilst the works are being carried out
- c) Be responsible for all measures necessary to safeguard the public and property
- d) Avoid damaging public services and liaise with Public Utility Companies where necessary

- e) Upon request of the Employer the contractor shall make available copies of his insurance policies and current receipts available to the Employer before commencing work
- f) Not carry out additional work without authorisation from the Supervising Officer
- g) Not subcontract without the prior consent of the Supervising Officer
- h) Not carry out any weekend working without the prior consent of the Supervising Officer
- i) Be responsible for making good at his own cost any damage caused as a result of his own work
- j) On completion of the contract leave the site and surrounding roads clean and tidy from his own work
- k) Comply with all notices required by any statute, statutory instrument, rule, order or any regulation or bye-law applicable to the Works and shall pay all fees and charges in respect of any such compliance
- l) Ascertain for himself and make due allowance for all police regulations and restrictions affecting the use of the roads by his workpeople, vehicles and plant
- o) Not cause any unreasonable interference with the traffic along the public highways and keep open all rights of way on and about the site of work
- p) Comply with the requirements of Traffic Signs Manual Chapter 8- Traffic Safety Measures and signs for Road Works and Temporary Situations
- q) Ensure that BSI approved reflective jackets are worn at all times.
- r) Be responsible for the safety and security of all relevant vehicles, equipment, machinery and tools whilst located at the Site
- s) Provide a NICEIC Electrical Installation Certificate for each electrical installation

13.2 SSPC Shall: -

- a) Provide a power source from which the CCTV system is to be powered
- b) Reserve the right to suspend or cancel the contract when the conditions and specifications are not being met by the contractor

14.0 Bill of Quantities

Equipment	Qty	Unit	Rate	Cost £
Hikvision: 180° 8 MPX PanoVu Panoramic Dome Cameras (DS-2CD6924F-1(S)/(NFC) [4mm] fitted with infrared	2			
Hikvision: 1x 3 MPX Ultra-Low Light Network Dome Cameras (DS-2CD2135FWD-I(S) fitted with infrared	1			
6 metre tilt-down square columns manufactured by WEC or Altron fitted with a removable winch with buried root base installed into a suitable base of concrete of 1 metre cubed	2			
Hikvision: NVR DS-7700NI- 4/16P Series with a minimum of 3 TB of HDD storage	1			
Hikvision: 1x 1080p Monitor DS-D5022FC	1			
Supply and install – UPS	1			
Lockable NVR/UPS metal cabinet	1			
Fused unswitched spur	1			
Lightning/Surge Protector				
Ducts				
Civil Works				
External Cat 5/6 Cabling				
Charles Endirect metal street cabinet	1			
Data Protection Act Compliance Signage supply & fitted	3			
Equipment Install Labour	1			
Equipment Install Materials	1			
Any other items / Tenderer to specify				
Sub-Total (a)				£

14.1 Other Project Costs

Item	Qty	Unit	Rate	Cost £
Project Management	1			
Commissioning	1			
O & M Manuals	1			
Sub-Total (b) (including contingency)				£
Total Install Cost: Totals sum (a) & (b)	£			

15.0 Capital Cost of System

Having examined the images (site visit if necessary), specification, work schedules and Bill of Quantities together with any other particulars of the works, we offer to construct and complete the whole of the said works in conformity with the aforementioned documents for the sums below: -

CAPITAL COST OF CONTRACTOR SYSTEM INSTALL (a) & (b) £.....

The above costs shall include the Maintenance Agreement between the successful contractor and SSPC and shall be for a term of 12 months which will include the defects liability period from the date of Acceptance of the System and the following periods of attendance and reaction will apply: - Monday-Friday 9-5 (48-hour response).

Unless and until a formal agreement is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any tender price you may receive.

We agree that these prices shall remain open until 31st August 2019 from the date specified for receipt thereof.

Name of Person, Firm or Company tendering: _____

Signature: _____ Date: _____

Printed Name: _____ Position: _____

Address: _____

Telephone: _____