



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

Version 1.0

May 2023

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1.0 Background to the Tender

Snaith & Cowick Town Council brought its CCTV System and Monitoring Service back in-house in 2015, for efficiency and cost-saving purposes. The system installed provides coverage from five cameras at key locations around the town centre. The Monitoring and Maintenance Contract was re-tendered back in early 2021.

To ensure that the Town Council continue to provide value-for-money for its residents, Council Members recently agreed to once again invite tenders for the provision of CCTV Monitoring and Maintenance Services.

2.0 Definite Work

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.

The main service required is as follows;

- Cameras to be operational 24/7
- Images retained for 30 days prior to being overwritten
- Ability for the council to request a review of the recorded images by the successful tenderer should an incident be reported

A playback facility (but not the recording of images) is also 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.

The tender price should also include for twice yearly maintenance inspections.

3.0 Optional Work

The Town Council have not ruled out a live monitoring service and may also consider this at a future date.

The Council therefore request that tenderers provide a further quote for the following requirements, to be supplied as a monthly cost;

- **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

As outlined in Section 2.0, cameras are to be operational 24/7 with images retained for 30 days prior to being overwritten.

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.

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. Should the Town Council pursue this option, a template can be agreed on with the successful contractor at a later date.

4.0 Additional Cameras

The Town Council are currently seeking grant funding to install two new cameras in the town at the following locations, which are shown on a map in Appendix B;

1. Villa Fields
2. Ferry Lane Picnic Area

The provision of the cameras and the necessary infrastructure required to relay the images back to the council office will be covered as part of the installation and is not part of this tender.

The cameras may not be installed at the time of tender therefore Tenderers should provide additional costs that would be incurred should these cameras be added to the network post contract. For this part, there should be two additional costs;

- To allow for the requirements of the Definite Work as outlined in Section 2.0
- To allow for the requirements of the Optional Work as outlined in Section 3.0

5.0 Basis of the Tender

Tenders are invited on an open basis that:

- The Contract Period of Monitoring will be for 1 year with an option to continue for Years 2 and 3 without re-tendering upon a quality service received and a reasonable inflation price rise.
- The Council still reserve 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.

6.0 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 guarantee the accuracy of those details and the Tenderers should make their own appropriate enquiries as deemed necessary.

7.0 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.

8.0 Commencement Date

The successful Contractor will be required to commence the CCTV Monitoring Service on **1st August 2023** or such other date as may be agreed.

9.0 Tendering Procedure

9.1 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)

9.2 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 MONDAY 3 JULY 2023.

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 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.

10.0 Evaluation of Tender

In evaluating Tenders received the Council will opt for the most economically advantageous tender. Evaluation criteria will be weighted as follows:

- Price = 80%
- Quality = 20%

The Quality element will be based upon the following;

1. Compliance with the Tender documentation
2. Relevant experience
3. Two References from previous customers of a similar contract type and size.

Council Members may also wish to visit your premises to view the monitoring facility.

11.0 Acceptance

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

APPENDIX TO INVITATION TO TENDER

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>

APPENDIX A: Form of Tender

FORM A

FORM OF TENDER

TO:	<i>The Employer</i>	
	<i>Address of Employer</i>	
	<i>For the Attention of</i>	
	<i>Regarding</i>	
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

A) FOR DEFINITE WORK as outlined in Section 2.0;

Item	Description/Location	Cost per Week (£s)	Cumulative Cost (£s)
Image Recording Only	5nr Cameras (various locations)		

B) FOR OPTIONAL WORK as outlined in Section 3.0;

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

C) FOR ADDITIONAL CAMERAS as outlined in Section 4.0 (2 new cameras)

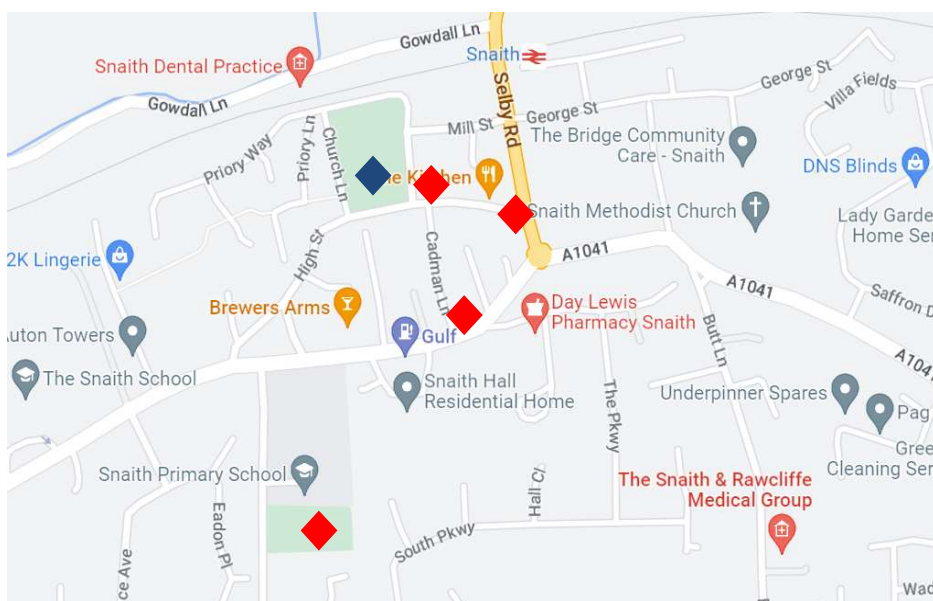
Item	Description/Location	Cost per Week (£s)	Cumulative Cost (£s)
Image Recording Only	2nr Cameras (various locations)		

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

Notes:

1. The price provided in the 'Cumulative Costs' column should represent the annual cost for that element.

Map of Snaith



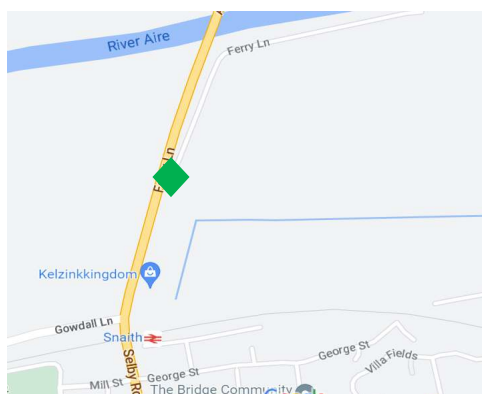
◆ Location of Fully Functional Dome Cameras:

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

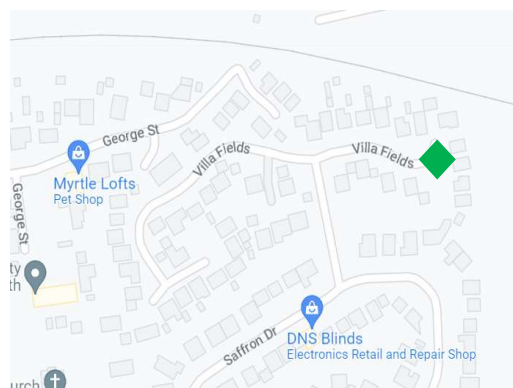
◆ Location of Static Camera

5. The Priory Church (Static)

◆ Locations of new additional cameras



* Ferry Lane Picnic Area



* Villa Fields (eastern cul-de-sac)

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