



# Woodley Town Centre

---

## Invitation to Tender

### Installation of CCTV in Woodley Town Centre

**Client:** **Woodley Town Council (WTC)**  
Oakwood Centre  
Headley Road  
Woodley  
Reading  
Berkshire  
RG5 4JZ  
Tel: 0118 9690356  
Contact for enquiries:  
  
Email: [brian.fennelly@woodley.gov.uk](mailto:brian.fennelly@woodley.gov.uk)

**Submission deadline:** **12:00pm (midday) Friday 05 April 2024**

Tenders to be marked **CONFIDENTIAL TENDER** and returned as follows;

**By post to;**  
  
Town Clerk  
Woodley Town Council  
The Oakwood Centre  
Headley Road  
Woodley  
RG5 4 JZ

**By email to;**  
  
[Townclerk@woodley.gov.uk](mailto:Townclerk@woodley.gov.uk)

Late tenders will not be considered.



## A. Description of works

### Overview

Woodley town council are inviting tenders for the installation of a complete CCTV surveillance system in Woodley Town Centre. The system will provide high quality image recording of identified areas with a wireless link to the Oakwood Centre building, where the recording unit will be situated. Appropriate software applications will be included for file sharing and remote viewing. Details of aftercare support, call out and maintenance information should also be included.

Camera coverage will include the main precinct area and some areas of adjoining road/pathways access areas.

We will require all works to meet the current regulations and standards and **it must be stated in the tender submission how the proposal meets these requirements.**

**The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor's design.**

### Technical requirements

Oakwood Centre	<ul style="list-style-type: none"><li>• Network video recorder with appropriate hard drive</li><li>• Appropriate wireless transmitter/receiver connection to town centre cameras</li></ul>
Mobile/remote access app/software	<ul style="list-style-type: none"><li>• Access to images via app for remote viewing</li></ul>
Cameras	<ul style="list-style-type: none"><li>• Appropriate high quality cameras at locations to provide maximum coverage of defined areas. This includes the main precinct area and side road/walkway access points.</li></ul>
Cameras	<ul style="list-style-type: none"><li>• Cameras to be mounted on existing lamp columns where possible – not building mounted.</li></ul>
Service/Support	<ul style="list-style-type: none"><li>• Service/support package</li></ul>
Additional Options	<ul style="list-style-type: none"><li>• Speaker located at each camera providing audio connection from The Oakwood Centre. Capability to provide motion activated audio warning of CCTV surveillance and real-time audio connection from Oakwood Centre.</li></ul>

## **B. The site**

**Woodley Town Centre – shopping precinct**

**Woodley**

**Berkshire**

**Grid reference:**

Easting /Northing 476148 173191

The site is a mostly pedestrianised shopping precinct with a disabled car park area, children's play area, performance stage and walled garden. The site is not owned by the Town Council – it is owned by Wokingham Borough Council and permissions will be obtained to carry out the installation.

## **C. Pricing**

**Price to include;**

- All materials, labour, access and equipment costs
- Supply and installation of all agreed cameras, fixings, fittings, hardware, connectivity and software.
- Materials and works guarantees along with relevant certification upon completion.
- Details of aftercare support, callouts

**The total price and any proposed options should be clearly shown on the form APPENDIX A and returned with the submission.**

**The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor's design.**

## D. Submission information

### Submissions to include;

- detailed design drawings – to show all camera locations and areas covered
- detailed costing including options as appropriate – use form **APPENDIX A**
- detailed system specification and manufacturer information
- details of compliance with the appropriate British Standards relating to CCTV surveillance systems for public spaces
- Lead time and indication of potential start date and install duration
- Details of support, call out and ongoing maintenance

## E. Additional Information

Please ensure you have included the following with your submission;

- Fully Costed proposal and completed APPENDIX A
- Last set of your company's audited accounts
- Details of any enforcement action under Health & Safety legislation
- Brief details of two current, similar scale projects undertaken by your company
- Confirmation of the delivery timescale
- Details of your company's public liability and employee insurance cover
- Your company's equality policy
- Your company's environmental policy

## F. Arranging a viewing for tender purposes

**Only tenders from companies who have visited the town centre site and Oakwood Centre will be considered.** Site visits are by appointment only with the Town Centre manager - via email. [brian.fennelly@woodley.gov.uk](mailto:brian.fennelly@woodley.gov.uk)

## G. Tender Evaluation

Tenders will be evaluated as follows:

Price	70%
Equipment / design	15%
Aftercare/support/maintenance	15%

All tenders must meet the requirements set out in this document. Tenders that do not meet the requirements, including having visited the site as stated, will not be considered. This includes the provision of additional information set out in section E.

