

PART TWO

SPECIFICATION

Quotations are invited for the installation of footfall monitoring equipment in Kettering Town Centre and its subsequent operation to provide 24-hour per day footfall data, analysis and reporting to Kettering Borough Council over the life of the 2-year contract based on the following specification:

1. Footfall counting

Details of the footfall counter units to be supplied including any technical specification available:

- Mounting arrangements including height requirements and attachment options available (building, pole etc)
- Minimum power requirements
- Operating radius and range of the counters
- Anti – vandal measures

2. Data

Please provide details of any data sharing agreements that need to be included in the contract.

Please confirm that data will be available from the counters 24 hours a day, 7 days a week, 365 days a year.

Frequency with which the real time data is updated.

3. Reporting

Provide a detailed summary of how the footfall data is presented, the frequency and the formats available which could include:

- Tailored automated Reports – online and emailed PDF formats
- Live counting options – online through dashboard or via an app
- Zone analysis – snapshot data on demand
- In depth reporting
- Additional bespoke reports on request
- Daily/Weekly/Monthly data

Please can you provide samples of your standard reporting for footfall counting with the tender documentation and any relevant screenshots of data dashboards that are included with the system.

4. System Training

Details of any training that is provided as part of the contract including interpretation of Reports, operation of data dashboards and interrogation of any benchmarking data held and the production of customised reports.

5. Project costs

The full costs associated with the installation of either 3, 4 or 5 footfall counters (please see section 10 for counter locations) should be provided and broken down against the following narratives for each year of the 2-year contract:

- Installation fees (including liaison with Council departments or Businesses where necessary)
- Project management fees
- User training costs per person
- Licence fees
- Benchmarking and reporting costs
- Any other costs (i.e. software/hardware upgrades, customised reporting, footfall counter colour options)

Whilst the contract is for the supply of data and reporting for a 2-year period additional costs for extending the contract on an annual basis should be provided.

6. Technology

Please provide details of the type of software used by the counters, any technical specifications that are available for the hardware (footfall counters) and confirm the requirements for transmitting the footfall data (i.e. hard wired or WI-FI 3G).

7. Operational

Maintenance arrangements included within the contract either planned or relating to new upgrades.

Methods used to troubleshoot for faulty equipment should be detailed (software, hardware) along with response times in the event of onsite visits being required for the repair or replacement of any counters included in the contract.

Process to contact the company in case of a user query, including the availability of any helpdesk facilities provided.

Please detail how the project will be managed and the principal points of contact with any individuals or teams involved over the period of the contract.

8. Potential counter locations:

The proposed locations for the counters are detailed below:

(It is proposed that the counters will be located on existing lamp posts where possible, to enable the required power feed, subject to site survey):

1. Sheep Street
2. Marketplace
3. Market Street
4. High Street A
5. High Street B

Please find location photos for each of the five sites annexed to this specification.

Please contact the procurement team if you would like to undertake a site survey as part of the tender process.

9. Other

Please provide details of any additional features that would be included with the costed package that would add value to the proposal such as:

- Research and Development
- Benchmark data provided
- Data management and audit processes
- Technical expertise and analytical capabilities