

TENDRING DISTRICT COUNCIL (“TDC” or “Council”)
CCTV EQUIPMENT MAINTENANCE SPECIFICATION
Issued by the Council on 29 May 2013

1. Introduction

- 1.1 TDC is seeking quotations for (1) the preventive maintenance and (2) reactive maintenance of its CCTV equipment, with the same contractor carrying out both preventive and reactive maintenance. This includes 86 CCTV cameras and associated equipment at various different camera sites in the Tendring District (“**Camera Sites**”) and equipment relating more generally to the Council’s CCTV system (or part(s) of it) at 6 other sites (“**Other Sites**”) (see sections 5 and 6 below).
- 1.2 The equipment has been acquired at different times and is in varying states of repair, condition, technology and modernity. Some of it clearly needs replacement and some of it simply needs repair or overhaul to put it in proper working order. TDC will consider acquiring second-hand, “equivalent” or new specification Asset Register Parts (see 1.5 below) when appropriate.
- 1.3 Overview of the **timetable**.
- | | | |
|---|----|--------------------|
| • Publish outline specification and invitation to quote | .. | 29 May 2013 |
| • Deadline for booking survey appointments | .. | 7 June 2013 |
| • Closing date for obtaining copy of the Asset Register | .. | 19 June 2013 |
| • Closing dates for questions | .. | 19 June 2013 |
| • Inspection/survey fortnight | .. | 10 to 21 June 2013 |
| • Closing date for submission of quotes | .. | 23 June 2013 |
- 1.4 The above dates are indicative dates and TDC reserves the right to vary this procurement and/or extend or vary the timetable at any time.
- 1.5 “**Asset Register Parts**” means those items of equipment such as those recorded in the Asset Register (see section 4 below) as at 29 May 2013 forming TDC’s CCTV cameras and equipment at the Camera Sites and Other Sites. It will be the exclusive decision of TDC whether new or replacement equipment to comprise Asset Register Parts is purchased and the cost of such new or replacement equipment (but not its delivery on site, fitting or commissioning) will be borne by TDC. The successful tenderer will be expected to advise and assist TDC to obtain new or replacement Asset Register Parts and provide competitive quotes.

2. Caveats

- 2.1 TDC makes no warranty as to the state or condition of any of the Asset Register Parts/equipment or of their/its reliability or fitness for purpose. Tenderers wishing to submit a quotation must contact the case officer and make an appointment to inspect the equipment at a time which is acceptable to the Council. Tenderers who cannot demonstrate that they have carried out a proper inspection may be disqualified. Any inspection will be entirely at the tenderer’s own risk and expense.
- 2.2 The information in this specification and in TDC’s Assets Register has been compiled in good faith and is believed to be substantially accurate and complete. However, TDC gives no warranty, representation or guarantee that the information is entirely accurate or comprehensive in all respects. Tenderers must satisfy themselves by their own survey and inspection as to the precise location, technical specification, description, condition and functionality of all the equipment.

2.3 The Council is not required to accept the lowest or any quotation and is entitled to vary or discontinue this procurement at any time.

3. Some Basic Terms of the Proposed Contract

Commencement date	1 August 2013 (provisional date)
Length	3 years with the right for either party to terminate by not less than 3 months written notice expiring not earlier than 15 months from the Commencement Date
Maintenance Fees	Payable quarterly
Maintenance Schedule	To be agreed
Preventive Maintenance frequency	Once every 6 months with preventive maintenance to all Equipment being properly completed within 3 months from the Commencement Date
Detailed Preventive Maintenance Schedule	To be agreed
Work and materials to be included in Preventive Maintenance	Verify all equipment against the Asset Register (AR) and update the AR. All labour, transport, plant, materials, overheads, costs, work and consumables (grease, cleaning materials, primer, paint etc) including (but not limited to) everything identified in the Maintenance Checklist set out below, the supply and fitting of new or replacement Asset Register Parts subject only as mentioned in paragraph 1.5 above
Payment for new Asset Register Parts	If TDC orders new Asset Register Parts from the Contractor, these will be paid for within 28 days of satisfactory installation and invoice
Reactive Maintenance includes	All work, materials and costs (other than Preventive Maintenance) apart from the purchase cost of new or replacement Asset Register Parts which are required to put the system into full and proper working order Timescale: Investigate and report within 4 hours of call-out and install and commission new Asset Register Part(s) within 48 hours of call-out.

The Council requires all-inclusive quotes with no “extras” for both Preventive and Reactive Maintenance.

TDC will not be contractually bound to maintain all the cameras or equipment where it considers the cost of Asset Register Parts to be excessive or beyond existing budgetary provision. **Tenderers should therefore include some flexibility within their quotations to cover this. TDC has the right to seek clarification of any quotations.**

4. Asset Register (AR)

4.1 TDC has compiled a written inventory of the Equipment in the form of an Asset Register (“AR”). The AR identifies a number of sites and locations in the District, the items of equipment which should be located at each, and for each of the CCTV cameras the kind of technical link believed to be used. Most entries in the AR relate to specific CCTV cameras (and associated equipment) located at a specific site or location. Some entries in the AR (for instance at Clacton Police Station and at the Control Centre) relate more to receiving and viewing images from the cameras rather than making, storing and/or sending those images.

- 4.2 The item named in the AR as “Fountain Control System” is the responsibility of the Engineering Services Manager’s section within TDC and does not form part of the subject-matter of the tender.

However the asset does share the CCTV fibre optic transmission system to pass its data traffic.

Asset Register Verification

- 4.3 The AR has been compiled by a contractor on the Council’s behalf and whilst it is believed to be generally accurate, it is not 100% accurate in all respects. The successful tenderer must update the AR, but must not put any logo, name or mark identifying their own organisation in the Asset Register.
- 4.4 For reasons of security, the precise locations of the CCTV cameras is not set out in this document. However, these locations (and the location of all the other Equipment) are identified in the Assets Register (AR). Tenderers wishing to submit quotations must contact the case officer, satisfy her that their organisation and enquiry is genuine and made in good faith and request a copy of the AR and associated location plans.

5. Overview of the Camera Sites

Area	Number of CCTV Cameras	Page Number in Asset register
Brightlingsea	2	1
Frinton	3	2 - 3
Dovercourt	3	3 - 4
Harwich	5	5 - 7
Walton	7	7 - 11
Clacton-on-Sea (Percy King Estate)	8	11 - 13
Clacton-on-Sea, Coopers Lane	1	13
Great Clacton	3	14 - 15
Clacton “Town Centre”	30	15 – 26, 38
Jaywick	18	27 - 33
Barnes House, Clacton	6	34 -36
Total	86	

6. Overview of the Other Sites

	Site	Equipment	Page No in Asset Register
1	Brightlingsea, Victoria Place	System Transmission ADPRO	1
2	Frinton, Centre of Connaught Avenue	listed on page 2 of the Asset Register	2
3	Dovercourt, Original Factory Shop	listed on page 3 of the Asset Register	3
4	Harwich, Small Control Room	listed on page 5 of the Asset Register	5
5	Walton Car Park Cabinet	listed on page 11 of the Asset Register	11
6	Jaywick, Brooklands Gardens	listed on page 28 of the Asset Register	28
7	Barnes House, 92 Per Avenue, Clacton	Listed on pages 34-36 of the asset	34 -36
8	Clacton Police Station	Screen to receive images sent from the Control Centre.	36

1. ADPRO is a recording unit which receives pictures from 2 CCTV cameras in Brightlingsea and sends the pictures via broadband to the Control Centre at Barnes House, Clacton ("CC").
2. This is equipment in a street cabinet which receives images from all the CCTV cameras in Frinton and sends them to the CC by broadband.
3. This is just a recording unit receiving images from the Dovercourt cameras which is in the Old Factory Shop to which we can only get access during normal working hours (it is open during certain hours at week-ends).
4. This is a secure concrete room within one of TDC's housing estates containing recording equipment which the Harwich cameras sent to the CC by broadband.
5. This is a Street Cabinet which happens to be next to the car park.
6. This is a Street cabinet next to the community centre containing High Definition recording equipment for all the Jaywick cameras, sending images by radio link to the Three Jays public house, thence to Lidl and then by fibre optic cable to the CC.
7. There are 12 Sanyo monitors/screens, 3 Sanyo camera keyboards, one viewing station and one viewing and disc burning station. Control Centre room where people are working 24 hours a day. Communications cupboard containing racks, 4 Sanyo hard drives and a matrix receiving incoming images.
8. Clacton Police Station.

7. Case officer

The case officer for the purposes of this procurement exercise is Claire Ellington, TDC's Control Centre Service Development Manager e-mail cellington@tendringdc.gov.uk

8. Preventative Maintenance Checklist (non-exhaustive)

1. Check all cameras on system are in full and proper working order
2. Check mechanical fixings for safety and signs of corrosion
3. Check all lenses and protective glasses, and general housings
4. Check all power and signal connection cables
5. Ensure the camera views are in accordance with TDC's requirements
6. Check that auto iris lenses operate smoothly and track correctly
7. Check that zoom lenses operate smoothly and track correctly
8. If day/night camera check that it switches over correctly
9. Check that pan and tilt heads operate smoothly and correctly
10. Check that washers and wipers function correctly and that bottles are topped up
11. Check that any IR lights fitted work properly
12. Check that all necessary warning labels are intact and legible
13. Check all ancillary equipment, i.e. telemetry receivers, fibre optic receivers etc. for correct operation and external enclosures for weather proofing
14. Check columns, towers and any other types of poles or brackets for safety and any sign of corrosion (make good if necessary)
15. Check that all safety chains/wires are properly attached and in good condition are working correctly
16. Check that all monitors are working correctly are clean and properly adjusted for best viewing

17. Check that all control equipment is functioning as per manufacturers specifications and customer requirements
18. Check that telemetry controls operate the designated cameras and that all functions assigned work
19. Check all multiplexers on the system for correct operation and proper settings
20. Check any digital recorders for correct operation and any media storage if appropriate
21. Check any equipment such as multiplexers etc. used for playback
22. Check any audio links that may be in operation
23. Check all alarm inputs are functioning where fitted
24. Check and verify all signals transmitted via PSTN, ISDN, RADIO and/or MICROWAVE links
25. Ensure external housing cabinets are sound, weather-proof and watertight, the locks are properly oiled and maintained and in proper working order

9. Pricing Schedule

For the equipment at each of the Camera Sites, Areas Sites and Other Sites, Tenderers must quote a Preventive and Reactive Maintenance price, for (a) the first year of the Contract and (b) for each round of preventive maintenance thereafter (six monthly).

PREVENTIVE MAINTENANCE

As stated under section 3 above, all work, materials and costs, apart from the purchase cost of new or replacement Asset Register Parts, which are required to put the system into full and proper working order should be included in the tender below.

Camera Site Area	Number of CCTV Cameras	First Year £	After First Year (per round) £
Brightlingsea	2		
Frinton	3		
Dovercourt	3		
Harwich	5		
Walton	7		
Clacton-on-Sea (Percy King Estate)	8		
Clacton-on-Sea, Coopers Lane	1		
Great Clacton	3		
Clacton "Town Centre"	30		
Jaywick	18		
Barnes House, Clacton	6		
TOTAL	86		

Other Sites	First Year £	After First year (per round) £
Brightlingsea, Victoria Place		
Frinton, Centre of Connaught Avenue		
Dovercourt, Original Factory Shop		
Harwich, Small Control Room		
Walton Car Park Cabinet		
Jaywick, Brooklands Gardens		
Barnes House		
Clacton Police Station		
TOTAL		

REACTIVE MAINTENANCE

A single, fully inclusive all-in price per call-out is required with no extras whatsoever for labour, plant, machinery, distance, transport or anything else. The price should exclude VAT.

Call-out charge £

Signed.....

*Full names.....

*Position in company.....

*Name of company.....

*Registered Company number.....

**Block Capitals*

Clarification of Deadlines and process :-

For any queries or to undertake the following please contact Claire Ellington, TDC's Control Centre Service Development Manager cellington@tendringdc.gov.uk before the deadlines.

- Deadline for booking survey appointments .. 7 June 2013
- Closing date for obtaining copy of the Asset Register .. 19 June 2013
- Closing dates for questions .. 19 June 2013
- Inspection/survey fortnight .. 10 to 21 June 2013

Quotation deadline:-

If you are able to undertake this work/provide this service please submit your quotation to our locked email address:-

tenderbox6@tendringdc.gov.uk

before the closing date for submission of quotes 23 June 2013.

Quotations will only be accepted by this method and any submissions sent to an alternative email address will not be considered.

As the email box will remain locked until after the deadline please ensure you contact Claire Ellington as above.

Submissions will be assessed in relation to price and on the basis of quality and deliverability of service that can be provided.

The Council does not bind itself to accept the lowest or any submission.