Dear Steve

Thank you for the opportunity to quote for a Closed Circuit CCTV System for you at the above premises,

Please find below the specification and quotation to carry out the proposed works,

If you have any questions or queries please do not hesitate to contact me,

Best Regards

Mathew Austin
Dartmoor Forest Parish Council

FAO: Steve Cox

Our Ref: MJA/21170 R2
Date: 05-03-2019

*Specification prepared by Mathew Austin*

**Installation Address:** Princetown Town CCTV

The following Specification and Estimate is for the supply and installation of an NSI NACOSS GOLD approved Closed Circuit Television System in accordance with BS 8418 & EN 50132-7 & I.E.E. Regulations.

**Scope of the works**

- The system is to comprise of ONE Pan Tilt and Zoom Camera to be installed at the centre of the town and at the town hall building as indicated on the accompanying plans – this camera will offer general coverage of the
- THREE static cameras will also be installed in the town centre to view approach roads in all three directions as indicated
- The cameras will be connected back to the recording equipment which can be monitored from the desired HUB or otherwise as required.
- Cameras will be mounted to lighting columns as required and radio transmitters installed to send the signals from images back to the recording equipment

**Main Recording Control Equipment**

- The cameras are to be controlled from recording equipment that will be located within the Post Office Building (to be decided) as identified during the site survey
- An Avigilon 8TB hard drive state of the art recording unit will be connected to the internet as required and monitored via the HUB decided upon at a later date.
- The recorder will provide a full analytic capable platform that is endlessly expandable and a uniquely encrypted communications harness point for full Fibre and ADSL connectivity between other server and server client systems
- The Avigilon platform has full GDPR functionality embedded within the software
- Information from the recording unit will be stored locally on the hard drives for a period of one month (minimum – can be stored for longer if required and if GDPR permits) and be accessible locally to system users if required and remotely by the relevant Police Constabulary as required (the monitoring HUB ordinarily)
- A 22-inch-High Definition Monitor will be installed adjacent to the main unit along with a control keyboard and mouse

**CCTV Cameras**

- Cameras are to be installed in the locations indicated on the attached plan
- The ONE PTZ Dome CCTV Camera installed will be a Fully Functional Pan Tilt and Zoom dome with a 25x Optical Zoom with a 4MP Resolution and Infra-Red to provide illumination in dark conditions.
- Cameras will be fitted to lighting column as necessary and control equipment will be housed in IP rated external tough plastic enclosures
- Power Over Ethernet Switches will be installed within the enclosures to power both camera and radio links
- Radio Links will be installed on the columns to link the cameras from one location to another and create a connection for all units back to the main recording equipment
- Special bracketry will be used to fit the cameras, enclosures, and radio links to the columns
- Cameras will be programmed with an auto tour route and areas of coverage will be discussed in detail with the client at the time of commissioning
Installation Summary

- This is an advanced CCTV system that has a powerful software platform. Expandable as the town’s requirements grow. A fully open protocol secured GDPR compliant analytic platform with encrypted secure communications between other server client systems located anywhere remotely. The CCTV cameras specified are High Definition CCTV cameras and the FLUIDMESH Point to Point equipment is a reliable robust transmission system made specifically for the secure transmission of security data.

General Installation Notes

- Full method statements and risk assessments will be provided prior to all works for full approval by the client.
- A MEWP will be used to access high level areas, and this is included within the installation quotation costs
- A license will be sought prior to works from the local council to enable us to work roads within the town
- It is unlikely that traffic lights would be required or road closures; however, if they are necessary these have not been allowed for within this quotation
- Our engineer will deploy pedestrian barriers and signage as required for each specific task
- All equipment is warranted for a period of 24 months from date of installation completion
- The system will require an internet connection to connect to HUB – to be provided by others

Maintenance Contract

- The system will be fully serviced once a year as required by the National Security Inspectorate
- All cameras, switches, wireless links, and control equipment checked for correct functionality
- The maintenance package includes full 24-hour support from our in-house dedicated support team, unlimited telephone and full remote IT support of the system covered by our trained CCTV engineers
- It also includes the availability of an engineer when required always

Please note that access equipment is not included within the maintenance costs and is charged for additionally if required.

Non-Site-Specific Notes

Note: no provision is made within our estimate for the following

Electrical supply – The mains electrical supplies will be the responsibility of others and permissions sought from building/land owners to fix equipment to the buildings/lamp posts prior to works
Please ensure that a fused outlet is available in all location where equipment is to be installed

Existing Equipment – If Applicable

Where existing equipment is to be used or connected to then it is presumed that it will be compatible with the new equipment and that it is of a fully working condition and has the capacity for expansion as required – this cannot always be confirmed prior to installation work and additional costs can be incurred if replacement or alternative existing equipment is to be required. The same applies to existing cabling infrastructure that may be utilised.

Additional Information

No provision is made for site accommodation or storage facilities. All equipment and materials will be transported to site, as needed, daily.
No allowance has been made for the supply of an internet connection or the ongoing rental costs of a broadband connection (Fullstop will connect directly into a router provided by others and port forward the router as required)
Important information

It is the policy of Fullstop Fire & Security to credit vet companies wishing to enter into contract agreements with ourselves. We use an internet vetting site called Equifax where all information is readily available to those who subscribe. This will only be undertaken upon receipt of an official instruction, by placing your order; you are agreeing to allow Fullstop to make these checks. Dependent on the information received it may be necessary to request a deposit up to a maximum of 50% of the contract value prior to any works being undertaken.

Will you please arrange for the following services to be provided at no cost to Fullstop Fire and Security Ltd: -
A copy of such Risk Assessments, COSHH Assessments, etc. that may be relevant to Fullstop Fire and Security employees engaged upon work at the above.

Variations or Additional Works

All our representatives have strict instructions not to carry out any additional or variation works unless in receipt of written instructions from yourselves.

Such variations or additional works will be charged for following your acceptance of our revised quotation or against our Schedule of Rates or on an agreed day-work basis.

I believe I have correctly interpreted your requirements and assure you that every care has been taken when preparing these proposals in line with the requirements of ISO 9002 quality standard & BAFE (British Approval Fire Equipment) SP203 and the strict adherence the NSI Gold approval body.

Should you have any further queries regarding the proposal or any other aspects of our business please do not hesitate to contact me.

Customer Notes:

The customer is responsible for ensuring that any foliage is kept trimmed back to ensure that the cameras field of views are not obstructed. It is also important to review the camera images regularly to ensure that the system continues to meet their requirements and assess if the system effectiveness has been reduced by changes made by the customer within the boundary of their property (e.g.: New Buildings, lighting poles or other fixtures/fittings which may reduce the system effectiveness), where such changes have occurred the customer is advised to contact Fullstop Fire & Security for professional advice.

Data Protection Act 1998

The Customer is required to register the CCTV System installed at the premises with:
The Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone number: 01625 545740
Fax: 01625 524510
Email: Mail@dataprotection.gov.uk

Management and operation of CCTV

Note: Please ensure that the responsible person for the management and operation of the CCTV system is aware of the requirements of the British standard code of practice BS 7958, this document can be attained from:

https://shop.bsigroup.com/ProductDetail/?pid=000000000030299658
fullstop specification ends

Please see enclosed documents for terms and conditions and pricing

Best Regards

Mathew Austin
**FULLSTOP FIRE & SECURITY LTD**  
**CCTV QUOTATION/SALE MAINTENANCE CONTRACT**

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**INSTALLATION AS PER ATTACHED DOCUMENTATION REFERENCE**  
MJA/21170 R2  
INSTALLATION AS PER ATTACHED DOCUMENTATION REFERENCE No  
MJA/21170 R2  
£ 7,415.60 + VAT

**MAINTENANCE OF THE SYSTEM FOR ONE YEAR INCLUDES 1 ROUTINE INSPECTION PER ANNUM**  
£ 391.00 + VAT

**F. CUSTOMER ACCEPTANCE OF QUOTATION.**

I AM AUTHORISED TO SIGN THIS AGREEMENT AND CONFIRM THAT I HAVE READ AND UNDERSTAND THIS QUOTATION AND ORDER FORM FOR THE INSTALLATION AND/OR MAINTENANCE OF A SECURITY SYSTEM TOGETHER WITH ANY ASSOCIATED ANNUAL CHARGES. I ALSO CONFIRM THAT I HAVE READ THE COMPANY’S TERMS AND CONDITIONS AND ASSOCIATED SYSTEM DESIGN SPECIFICATION(S) AND HAVE HAD AMPLE OPPORTUNITY TO DISCUSS AND CLARIFY ANY QUERIES I MAY HAVE.

I HAVE ENCLOSED A DEPOSIT OF 50% OF THE INSTALLATION COST + VAT

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FULLSTOP FIRE & SECURITY LTD
CCTV QUOTATION/SALE MAINTENANCE CONTRACT

QUOTE REF: **MJA/21170 R2**

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