



LOOE TOWN COUNCIL

KONSEL TRE LOGH

The Guildhall, Fore Street, East Looe PL13 1AA

Tel: 01503 262255

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

Invitation to Tender for CCTV Maintenance contract

**Looe Town Council are tendering for CCTV
maintenance contract for their existing CCTV cameras
and recording system.**

OUR REQUIREMENTS CAN BE OBTAINED

EITHER FROM:

Website: www.looetowncouncil.gov.uk

Email: looetowncouncil@ymail.com

Telephone: 01503 262255

Mrs Anne Frith – Town Clerk

Looe Town Council is a non profit making local Government Organisation, bound by Law and Financial Regulations, serving our local community and providing best value for money with public funds.

The CCTV Maintenance required will include, but not be limited to:

A twelve month initial contract for the maintenance of 11 (eleven) existing CCTV cameras located around East Looe plus server, services as follows with the option of a 1 x 2 year extension:

- **Twice yearly site visits to service CCTV cameras and recording equipment**
- **24/7 telephone support**
- **Remote dial in support and assistance**
- **Regular software updates (camera and server) and testing to SSAIB Standards**

We would require a breakdown of any additional costs i.e. call-out rates, travel charges, etc (not covered by contract price)

The deadline for responses to this tender is **20th February 2017**

Responses should be sent by email, backed up by a hard copy postmarked 20th February 2017 at the latest.

Tenders will be assessed on the following criteria:

- Fully conversant with Avigilon camera system
- Value for money
- Timely and efficient service
- Testimonials