

# **Regional Network Solutions RNS**

## **Proposed Audit of the Existing Data (CCTV) Network Infrastructure**

Regional Network Solutions is pleased to submit a budgetary proposal detailing project options for the audit of existing data (CCTV) network infrastructure assets owned by Colchester Borough Council.

### **Technical Overview**

Regional Network Solutions has reviewed the requirements and has endeavored to provide a solution that is scalable and cost effective. Each of the sections has been costed individually.

#### **Fibre:**

Cabinet audit of all street accessible location listing all fibre and coax based services to be documented with photographic evidence.

#### **Duct Audit:**

Make available a team of endoscopic survey unit to ascertain the integrity of the duct system.

### **Project Plan**

#### **Planning Methodology**

The careful planning of works will assist Regional Network Solutions to achieve the required performance targets and maximise efficiency throughout the contract life time. The planning department will be responsible for the production of the specific "job packs". Each pack will comprise:

1. Site address with post code and map
2. Site specific information relating to any special engineering and or access difficulties
3. Contact details for the Regional Network Solutions and Local Authority supervisors assigned to the project
4. All potential emergency numbers and location of the nearest hospital
5. Check list for all plant and materials required to ensure the successful completion of the task(s) required
6. Drawings and/or plans which detail the work to be undertaken
7. Safe plans for all other utilities in the immediate vicinity of the excavation works
8. Synopsis of the works (written instructions)
9. Site specific Risk Assessments and Method Statements

**Scope of Work**

It is understood that there are some 60-70 cabinets requiring inspection and audit. Each task will have a written description of the scope of work required and where necessary supported by detailed plans and/or marked up photographs.

**Plant and Equipment:**

Plant to be used on the task will be identified and issued to the work crew along with the correct test and inspection documentation. Visual inspections will be made during the works and any leaks, damage or non-performance will be reported to the plant supervisor.

Special care shall be taken when fueling any plant or machinery to minimise any spillages. Spill kits will be carried by all crews.

**Labour and Resources:**

Civil providers will have directly employed staff that will be utilised on all aspects of this project.

**Training:**

Regional Network Solutions constantly monitor industry standards and practices relevant to the industry and where necessary evolve training programmes to ensure that all employees/subcontractors are competent to deliver the works to the required standard.

**Health and Safety:**

All staff, sub-contractors and persons related to the project will undergo site specific inductions covering all method statements, emergency procedures, accident and near miss reporting, risk assessment and a general overview of the specific scope of works to be undertaken. Accreditations and certificates of competence will be required at the induction stage. Only staff with the appropriate certification will be allowed to operate plant and machinery they need for the works implementation. Health and Safety policy will be adhered to at all times. Training and toolbox talks and updates will cascade to all relevant staff throughout the project implementation.

**Environmental:**

Environmental Policy will be adhered to throughout the project. Noise assessments will be completed on all plant and machinery prior to the commencement of all works. Consideration will be given to all water courses and necessary action taken to protect them. All waste materials will be controlled and segregated appropriately. Inert waste materials will be deposited at registered land fill sites or suitably registered recycling plants and all tickets maintained for auditing purposes. Spill kits will be carried on all vehicles and larger emergency kits will be available at the depot.

## **Method of Working**

### **• Contacts**

A full list of contact details will be provided by Regional Network Solutions prior to mobilization with mobile telephone, office and e-mail address for all personnel employed on the project.

### **• Local Authority Restrictions**

Any special requirements demanded by the local authority will be reported at the earliest opportunity to avoid delays in the programme implementation.

**Timescale:** Proposed start: Quarter 3, 2010.

### **Pricing:**

**1 Cabinet Audit £8,000**

**2 Endoscopic survey £984 per day**

## **Assumptions and Conditions of Offer**

### **Pricing Assumptions**

1. The majority of all works can be completed in full normal working hours (i.e. 9.00am – 5.00pm Mon – Fri) and in one continuous works programme.
2. Local authority personnel available during works for timely access.
3. The prices quoted are based on works being completed in the surfaces as stated above. If any existing underground utilities or any unforeseen civil engineering complications necessitate deviation from the defined surfaces, or lead to abnormal excavations, additional costs may be incurred.
4. All connections into building and internal containment by others.
5. Guarding and pedestrian management to be the responsibility of the local authority

### **Conditions of Offer**

1. All prices quoted are subject to VAT at the prevailing rate.
2. This quotation is valid for 3 months from the date of the quotation.

The above proposal is valid for a period of 30 days from the date hereof.

A Purchase Order and/or written confirmation of instructions to proceed are to be received by Regional Network Solutions prior to commencement of the consultancy.

Terms of payment are based upon settlement within 14 days from the date of invoice.

-----