



Banwell Parish Council

Banwell Youth & Community Centre, West Street,
Banwell, North Somerset. BS29 6DB
Tel: (01934) 820442
Website: www.banwellparishcouncil.gov.uk
E-mail: clerk@banwellparishcouncil.gov.uk

September 2026

CCTV Maintenance

Banwell Parish Council invites quotations for the servicing and maintenance of the CCTV system at the Youth and Community Centre, West Street, Banwell. The contract will be for a period of three years.

Contract Period: 1 April 2027 to 31 March 2030, subject to satisfactory performance throughout the contract period.

Tender Closing Date: 30 October 2026

CCTV System

The contractor shall provide:

- One scheduled service and maintenance visit each year.
- Inspection and testing of the existing CCTV system in accordance with the relevant standards and manufacturer requirements.
- Checking of cameras, recording equipment, monitors and associated equipment.
- Checking that images are being recorded correctly and that recorded footage can be accessed and played back.
- Checking camera positioning and image quality.
- Identification and reporting of any faults or defects requiring remedial work.
- Telephone or technical support in relation to CCTV faults.
- A service record following each scheduled maintenance visit.

Additional Repairs and Callouts

The contract price shall include all scheduled servicing and maintenance specified.

Tenderers shall separately state:

- their standard call-out charge;
- their hourly labour rate for additional repair work;
- any different out-of-hours or emergency call-out charge;
- any mileage or travelling charge, if applicable.

Any parts or replacement equipment required are subject to prior approval by the Parish Clerk. No additional repair or replacement work shall be undertaken without prior approval from the Parish Clerk, except where immediate action is necessary to make the system safe or secure. Any approved additional work shall be shown as a separate line item on the invoice.

Contract Price

Tenderers shall provide a fixed annual price for the servicing and maintenance of the CCTV system in accordance with this specification. The annual price shall remain fixed for the full three-year contract period. The contract price shall include all scheduled servicing required under this specification.

Invoicing

The annual contract price shall be invoiced annually on 1 April for each year of the three-year contract. Any approved additional repair work, call-outs, parts or replacement equipment shall be invoice separately.

General Requirements

Tenderers shall confirm that:

- they are suitably qualified and experienced to maintain CCTV systems;
- all work will be undertaken in accordance with the relevant British Standards and industry requirements;
- they hold appropriate public liability and professional insurance;

- they will provide service records following each scheduled maintenance visit;
- any identified faults or recommendations will be clearly reported to the Parish Council.

Tenderers should identify within their quotation any elements of the existing CCTV system that they consider would prevent them from providing the service specified above.

Tender Submission

Completed tenders must be received by **30 October 2026**.

Tenders should be submitted by email to: tender@banwellparishcouncil.gov.uk

Any enquiries regarding this tender should be directed to: clerk@banwellparishcouncil.gov.uk

BANWELL PARISH COUNCIL – QUOTE

Tenderers may either complete the information below or submit the same information in their own quotation format. There is no requirement to complete this document electronically, provided that all information and pricing requested below is clearly included within the tender submission.

Name

Address.....

.....

Daytime telephone number.....

Email address.....

Please give below details of two referees (including their contact details) who can be approached to vouch for your competence in carrying out this type of work.

1.

2.

Annual Contract Price	
Total Three-Year Contract Price	
General Call-out fee & Hourly labour rate	
Emergency Call-out fee & Hourly labour rate	

Any parts or replacement equipment required shall be subject to prior approval by the Parish Clerk

Signed.....

Dated.....

(Please ensure that you enclose a copy of your public liability insurance.)