

Biddulph Town Council



Invitation to Tender

- a) Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals and 24-hour monitoring of the Intruder Alarm, CCTV and Fire Alarm System at Biddulph Town Hall**
- b) Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals and 24-hour monitoring of the Intruder Alarm at Biddulph Grange Country Park Visitor Centre**
- c) Inspection, Testing, Servicing, Maintenance, Repair, Upgrading and Renewals for the Door Access system at Biddulph Town Hall**

Contact information:

Sarah Haydon, Chief Officer- Biddulph Town Council

01782 498480 office@biddulph-tc.gov.uk

Introduction

Biddulph Town Council is looking for a suitably qualified and experienced provider for the above activities. It is recommended that providers arrange to visit the sites in question to understand the current arrangements, and to provide feedback as to how their organisation could manage the transition from one provider to another.

The Finance Strategy and Management Committee will consider responses at the meeting on Tuesday 26 March 2024. Any submission should be received by Monday 25 March 2024, 5pm. This opportunity is for a three-year period, commencing as soon as possible in April 2024.



Biddulph Town Council
Town Hall, High Street, Biddulph, Staffordshire
Moorlands ST8 6AR
Tel: 01782 498480
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www.biddulph.co.uk

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Requirements for those wishing to tender:

The provider shall submit full details of all costs that are to be charged to the Council. This should be based on the activities necessary to ensure the effective management of alarm, CCTV systems and access control across two sites (where relevant).

The Town Council is not bound to accept any tender. There is no set format for this information. Please ensure costs are clear and transparent and that all expenses are included within this figure, for each year of the contract. If successful, you will be required to submit relevant organisational policies, including site specific risk assessments and method statements before award of the contract.

In addition, please provide the following information:

- Name and contact details for your organisation.
- Organisation information: sole trader, public limited company, etc.
- Are there any court actions and/ or tribunal hearings outstanding against your organisation which relate to the provision of this contract?
- Please confirm that you hold Public Liability, Personal Liability and Professional Indemnity Insurance, and the value of this cover.
- Current staffing levels and ability to undertake activities alongside other contractual relationships.
- Please confirm whether you propose to provide part or all the proposed service through another organisation.
- Previous experience of providing contracts of a similar nature; provision of two relevant referees.
- Include details of relevant training completed within the previous two years.
- Outline your approach to the protection of information when providing your services.



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