EMBASSY OF THE UNITED STATES OF AMERICA

In Windhoek, Namibia

SCOPE OF WORK
FOR THE PURPOSE OF A
CONTRACT

TECHNICAL SPECIFICATIONS
For
CCTV Installation 28 Gold STR
(Warehouse Prosperita)

LABOR-MATERIAL REQUIREMENTS TO PERFORM SERVICES

FOREWORD

The Embassy of the United States of America, in Windhoek, Namibia is soliciting services of labor; materials and fully comprehensive work to perform the CCTV installation of 28 Gold STR (Warehouse Prosperita)

1. GENERAL

- The contractor shall provide all materials necessary for the fully comprehensive work, unless otherwise specified.
- The provision of skilled labor means Certified/trained laborers with at least three years' experience in their particular field, equipped with all hand/electrical tools, etc. necessary to carry out their work.
- All electrical work in this scope is expected to meet International Building Code (IBC) standards. By accepting the contract award, the contractor assumes responsibility that all electrical work will be performed to IBC/SABS standards. Upon final completion the contractor or the contractor's electrician must provide a certificate in writing that states all electrical work has been performed according to IBC/SABS standards.
- The contractor shall furnish the following documentation at time of bid.

  - Price breakdown of work according to SOW.
  - Timeline for work
  - Methodology
  - Certifications of skill sets for all foremen/supervisors
  - Contact information for on-site supervisor
  - Copy of insurance policy for civil liability
  - 3 references of previous work (Pictures and contact info)
  - Written safety plan addressing safety issues specific to the site. See section 4 for specifics.

  The above documentation is **mandatory** at time of Bid. Otherwise contractor will be deemed "Unacceptable".

2. WORK TO BE DONE

CCTV	**Level 1 Operational Requirement** • Safety and Security - The system should be capable of increasing the safety and security of the employees and the property of the warehouse. • Deterrence - The system should be able to deter criminals. • Crime investigation – Recorded images should be of good quality and fit for purpose in the event of an after the fact incident.

Level 2 Operational Requirements

Locations

Exterior

- Two (2) in Northwestern corner viewing along inner perimeter, (Read Number Plate)
- Two (2) in Northeastern corner viewing along inner, (Read Number Plate and Identify)
- Two (2) in Southwestern corner viewing along inner perimeter. (Read Number Plate and Identify)
- Two (2) in South eastern corner viewing along inner perimeter. (Monitor)
- One (1) at the vehicle gate to monitor vehicle moving in and out. (Read number plate and recognize)
- One (1) at the front corner of the warehouse viewing down to a western view. (Read number Plate and identify)
- One (1) at the second garage door viewing to an Eastern view. (Read number plate and identify)
- Two (2) at the Western corner of the warehouse viewing to the door and to the vehicle gate direction. (Identify)
- One (1) camera on the South western corner of the building viewing eastern. (Identify)
- One (1) at the first garage door viewing to a western view. (Read number plate and Identify)

Interior

- One (1) to view to the inside of the front office. This camera should be mounted on top of front door. (Identify)
- Four (4) cameras to be installed on the interior of the warehouse between the shelves. This will be showed on the site visit. (Identify)
- One (1) camera at the back office viewing to the inside. (Identify)

System Requirements

- Monitor the stock in the Warehouse area
- Detect individuals approaching the Warehouse
- Observe the actions of groups and vehicles
- Recognize known individuals at the front entrances (Two x cameras to be set at identify (100%) level.
- Obtain images 24/7 that would enable you (or the police) to identify an unfamiliar individual.
- Cameras should be fixed and point in their specified directions.
- The cameras should be fitted with housing for protection against vandalism or environmental conditions.

- All cameras should be infrared compatible, meaning good quality images at night time.

NVR

- The CCTV system needs to be provided with a suitable export facility, meaning the ability to export video to an external 'plug and play' hard drive via a USB
- Desired retention period (minimum 90days, preferred 120 days).
- The system needs to operate on an uninterrupted power supply (UPS).
- The NVR CCTV including UPS system, recording device and monitor should be installed in the server room.
- System must have security access code capability to prevent unauthorized access to data
- Cameras / system must have remote access capability
- An NVR should be installed with at least a 32-channel camera capability.

STANDARDS OF INSTALLATION

- All equipment installed should be suitable to withstand the prevailing environmental conditions.
- A camera and its supporting hardware should be securely mounted. The camera mounting bracket or pole should safely support the weight and windage of the camera and of any associated hardware. Remember that a small amount of deflection in a pole when a camera is fully zoomed in at a distant target will result in large degrees of movement in the scene.
- Protection against malicious damage either through forceful impact, scratching or burning plastic windows or dome bubbles, or spraying should be addressed by using a combination of housing specification and physical positioning.

Cable installation

- All interconnecting cables should be fixed and supported and installed to conform to good working practices. The cabling should be underground for the cameras along the perimeter.

Possible fixings and supports include:

- Conduit: when metal is used, suitable bushes or grommets should be fixed to each end to prevent damage to the cable. When conduit is used to carry the cable it should terminate as close as possible to the unit to be connected.
- PVC or metal trunking: where trunking is used to carry the cable it should terminate as close as possible to the unit to be connected.
- Insulated clips
- Cable ties
- Catenary Cables: When overhead catenary wires with loop holders or plastic buckles are used the supporting wire should be securely attached

	to the building. Self-supporting catenary cables may be used provided they are correctly designed. All cables should be of a type and size appropriate to the application and should take account of transmission rate, electrical interference and voltage drop. Any plastic or PVC component used as part of the installation of cables should be suitable for the environment in which it is installed. Externally mounted ties and clips should be made of UV-resistant material. Any cables used underground should be suitable for that purpose and have adequate protection from mechanical damage. Underground cables should provide a high level of resistance to dampness, chemical reactions, corrosion and rodents. **Maintenance** Effective and regular maintenance of the CCTV surveillance system is essential to ensure that the system remains reliable at all times. Regular maintenance by the service company, and effective failure reporting by the user, will enable potential problems to be identified at an early stage so that appropriate action can be taken. • Preventative Maintenance visits - Planned servicing of a system, carried out on a scheduled basis. The Residential Security Coordinator will make arranged visits with the installer to do Preventative Maintenance visits. • Corrective Maintenance - Emergency servicing of a system, or part thereof, carried out in response to the development of a fault. The system should have a guarantee of at least three years upon which the installer shall not charge the Embassy for any corrective maintenance. **Handover** At handover, the installing company should: • Demonstrate all aspects of the system operation to the customer, including any necessary safety precautions. • Ensure that the correct documentation is given to the customer to enable the system to be operated, adjusted and maintained. • Train the system user(s) in its correct operation and arrange for any necessary future training. • Ensure that users know the procedure for summoning assistance in the event of system malfunction.

3. Contractor's Responsibilities

I. Install CCTV system at 28 Gold str Prosperita as specified in the attached drawings. Exact location of CCTV cameras as per attached site plan.

II. Remove the current CCTV system and hand over to the Resident Security Coordinator.

I. PROCEDURE

a. All building rubble should be removed and site should be kept clean.
b. Any damaged walls should be repaired and painted
c. Areas where work is completed should be returned to previous condition as before work commenced (pavers, trenches etc.)
d. Safety wear should be used to prevent shut down of site.

A. Site Limitations: The warehouse will be occupied during work. Timing of work will need to be coordinated with the Embassy. Working hours: 8:00 – 16:30 M-Th. 8:00 – 11:45 Friday. A 1 hour lunch break must be taken each working day.

B. Performance period: 45 working days. Work will be completed by the end of the performance period or contractor agrees to pay N$1,200 for each day as liquidated damages for going past the completion date. If there are any concerns regarding the performance period please raise the concern during the site visit.

C. Warranty of work: The contractor agrees that
- Materials and equipment used by the contractor and any subcontractor will be new and of good quality unless otherwise required
- The work will be **free from defects for a period of 1 year** and other than those inherent in the work as specified
- Work will conform to the requirements of the contract documents.

D. Site Conditions: The site will be free of any debris related to the construction services throughout the period of performance and at the end of the project.

4. LABOR

All the work to be carried out at the site, not described in the list of the fully comprehensive work shall be calculated on a time and material basis approved by the COR.
Schedule a walkthrough with the COR at least one week prior to the completion of work for a SUBSTANTIAL COMPLETION walkthrough. At which point the COR and the contractor will agree upon a punch list or items remaining to be completed prior to FINAL COMPLETION. Both parties will agree upon a time frame for the work to be done. At the Final Completion a walkthrough will be done and a certificate will be signed. The one year of warranty will be based upon that date.
A retainage of 10% of the contract value will be withheld until the Final Completion Certificate has been issued.

5. SAFETY

The Contractor shall provide a written safety plan which identifies the hazards that may occur while performing the job and include details of steps the contractor will take to mitigate the identified hazards.

Throughout the period of performance the contractor shall ensure proper safety, health and environmental requirements are maintained.

For any accidents that occur on site the contractor shall immediately contact the COR and provide details of the accident.

Personal Protective Equipment (PPE): The contractor shall provide proper PPE for all labor working on site. The PPE shall be specific to the tasks to be performed and meet the proper ratings for protection.

6. EVALUATION OF OFFERS

Evaluation for awarding the contract shall be based **on the completed attachments, required documentations** and upon economic offer and proven performance verified by references and quality of work.

Orange arrows represent exterior cameras.
Blue arrows represent interior cameras.

Attachments 1

Methodology

The bidder should write a detailed, clear and concise methodology of the services describing all actions to be taken in carrying out the services/works. The methodology should include techniques used to identify and analyze information applied to understanding the problem, thereby allowing the reader to critically evaluate the bid.

Attachments 2

Price Schedule/Breakdown of Contract Price

The price should be all inclusive clearly showing all costs such as materials, equipment, labour, overheads, installation, electrical, transport, mechanical, rigging, testing and commissioning etc.

Attachments 3

Key Personnel

Include the key personnel qualifications and roles in the project.

Attachments 4

Project Timeline

The bidder should include a detailed timeline for completing the services/works in a Gantt chart format.

Attachments 5

Safety Plan

Written safety plan addressing safety issues specific to the site.

Attachments 6

References

Include three (3) references of previous work (Pictures and contact info) similar to the required services.