

CONTRACTOR - A



INTRUDER & FIRE ALARMS - CCTV - ACCESS CONTROL - INDUCTION LOOP SYSTEMS

Ref: 0000003590 \ 7016

Date: 24 May 2022

*Mr Richard Enticknap
Saltash Town Council
The Guildhall
Saltash
Cornwall
PL12 6JX*

Dear Richard

Ref.: - Proposed Access Control Security System, - Guildhall Saltash

Thank you for your recent enquiry for an Access control Security system at the above, and indeed the courtesy extended to me.

I now have great pleasure in enclosing your personalised specification and quotation as promised.

The system will be fully installed by our OWN engineers. We do not subcontract, and all our engineers are fully trained by us and are security vetted back 10 years, which provides peace of mind for you. In addition, engineers are on 24-hour call, seven days a week if you should require service, all based locally to you.

*We are proud to have amongst our portfolio of valued customers **Shell UK, University of Plymouth, National Trust, Crown Buildings, English Heritage, Burton Art Gallery, Motorparts Direct Southwest, Cornwall Council, Devon County Council, Cornish Hospice Multiple [le sites and RNLI Southwest***

I trust that you will find the specification and quotation to your satisfaction, if so, could I please request that you authorise the quotation and return to me, however If you should require clarification of any points or if you should wish to amend the specification in any way, please do not hesitate to contact me.

Assuring you of my desire to be of service

Yours sincerely

Director

Ref: 0000003590 \ 7016

Date: 24 May 2022

Mr Richard Enticknap
Saltash Town Council
The Guildhall
Saltash
Cornwall
PL12 6JX

TELE: 01752 844846

Surveyor:

Specification is for the Design, Installation and Commissioning of a Stand-alone Access Control system. The works will be installed to the requirements of BISA, NACOSS /NSI NCP 109 "Code of Practice for the Design, installation and maintenance of Access control system" and in accordance with the IEE Electrical Regulations, (BS 7671:2008) under the NACOSS "GOLD" Scheme

is an "Approved Installer" on the role of National Security Inspectorate (NSI)

The system will be classified as NACOSS CLASS II (Low to Medium Risk)

ACCESS POINT 1 – CLASS II (Low to medium Risk)

DOUBLE DOORS TO STAIRS FROM ENTRANCE LOBBY

ITEM 1 - ELECTRONICS

*The stand-alone system electronics, complete with a 2-amp power supply unit and stand by battery, will be located **Secure side of double doors to stairs (Final position to be agreed)***

The door controller will have a capacity of 10, 000 users, capable in being individually programmed into or out of the system as required. In addition, there are programmable relay outs for controlling the door lock Etc.

ITEM 2 - Reader

*A surface mounted, black, slim line architrave **PROXIMITY** reader will be located **on the wall adjacent to the semi opening leaf on the wall recess** at an approximate height of 1.5 metres from the ground.*

This unit will comprise of a proximity reader complete with Red, Amber & Green LED'S indicating status of the door controller / reader and will have a typical read range for proximity tokens of approximately 50mm

ITEM 3 – Electromagnetic lock

A surface mounted, fail unlocked, mini electromagnetic 12-volt Dc lock, complete with bracketry with a holding force of approximately 600 lbs will be fitted to the top of the door and door transom on suitable brackets.

ITEM 4 – Request to Exit button

*A surface mounted, " **HANDS FREE** "Request to Exit button" will be located on stairs side of the doors left hand wall as viewed looking into entrance lobby to release the door from the insecure side only.*

ITEM 5 - Emergency Break Glass Unit

A surface mounted, green, resettable emergency break glass unit will be located adjacent to the controlled door on the insecure side.

This unit, when pressed, will unlock the door in the event of an emergency evacuation and the door will remain unlocked until the unit is reset via the key.

ACCESS POINT 2 – CLASS II (Low to medium Risk)

DOOR TO COUNCIL CHAMBER FROM LOBBY

ITEM 6 - ELECTRONICS

The stand-alone system electronics, complete with a 2-amp power supply unit and stand by battery, will be located in reception office cupboard near the single door to the Council Chamber (Final position to be agreed)

The door controller will have a capacity of 10, 000 users, capable in being individually programmed into or out of the system as required. In addition, there are programmable relay outs for controlling the door lock Etc.

ITEM 7 - Reader

A surface mounted, black, slim line architrave PROXIMITY reader will be located on the secure side of the door, latch side at an approximate height of 1.5 metres from the ground.

This unit will comprise of a proximity reader complete with Red, Amber & Green LED'S indicating status of the door controller / reader and will have a typical read range for proximity tokens of approximately 50mm

ITEM 8 – Electromagnetic lock

A surface mounted, fail unlocked, mini electromagnetic 12-volt Dc lock, complete with bracketry with a holding force of approximately 600 lbs will be fitted to the top of the door and door transom on suitable brackets.

ITEM 9 – Request to Exit button

A surface mounted, stainless steel, “HANDS FREE “Request to Exit button” will be located chamber on the insecure side under the sanitiser to release the door from the insecure side only.

ITEM 10 - Emergency Break Glass Unit

A surface mounted, green, resettable emergency break glass unit will be located adjacent to the controlled door on the insecure side.

This unit, when pressed, will unlock the door in the event of an emergency evacuation and the door will remain unlocked until the unit is reset via the key.

ITEM 11 - Proximity ID Cards

A pack of 20 in number PROXIMITY ID CARDS will be supplied with the installation. These ID CARDS s will release the door (if programmed to be authorised) when presented to the proximity reader.

The Council to supply the information required to be printed upon the cards I.e., name and position, the style and format will be as per the Councils previous requirements for the library Etc. You are strongly recommended to keep a record of issued tokens against users for the purposes of good housekeeping.

Additional tokens are available upon request.

Please be aware I have allowed for the printing of a total of 10 ID cards, within this quotation

ITEM 12 – COMPUTER LINK

The two controllers will be connected to a suitable PC located in the reception office (does not need to dedicated to the system. Paxton Lite software will be installed (subject to the Councils IT policy) to enable cards to be added, deleted, suspended Etc along with an audit trail of activity



NACOSS CERTIFICATE OF CONFORMITY

A **NACOSS GOLD QUALITY Certificate** of conformity, status and competence will be issued upon completion and receipt of full payment.

FUSED SPUR

Will you please arrange for an unswitched permanently live fused spur outlet to be fitted at each of the Electronics unit location as per the above specification.

OPERATION OF SYSTEM IN ELECTRICAL SUPPLY MAINS FAILURE

If the electrical mains supply should fail, then the access system will default in the following way:

The electronic locks will: be battery backed for a period of approx. 2 hours (subject to use) and then fail-safe i.e., will be unlocked (insecure) when the batteries fall below their operating voltage.

The readers / keypads will: be battery backed for a period of approx. 2 hours (subject to use) and then will cease to operate.

Fire Alarm operation the door will automatically unlock in the event of a full fire alarm activation to provide a connection, in appropriate cabling from the door access control equipment to a dedicated pair of normally closed relay contacts, which will open on operation of the fire alarm.

Ref: 000003590 \ 7016

Date: 24 May 2022

Upon reinstatement the readers / keypads should return to normal operation and the fail-safe locks reverting back to being secure. Please ensure that you check each access-controlled door to ensure the doors are closed and locked following an electrical supply mains failure, and that your codes / access control cards operate normally.

WORKING HOURS

This quotation is subject to the installation being carried out during our normal working hours, subject to your convenience. It does not cover extraneous work, carpet fitting or redecoration.

PROTECTED DOORS

Please ensure that all the controlled doors fit and close properly and that the existing door closers operate correctly to ensure the integrity of the proposed access system.

Please note that no allowance has been allowed for the service or adjustment of the existing door closer or for any new or replacement door closers to be supplied or fitted.

The proposed system is designed to restrict access where applicable to the building and or areas within whilst the building is occupied it is not a substitute for physical security at night or when the building is empty. On these occasions you should physically secure all external access-controlled doors with a mortice dead lock

Effective access control systems rely on suitable door hardware and efficient closing mechanisms. has not be contracted to provide or maintain door hardware and as such accepts no responsibility for unauthorised entry gained due to ineffective or failed door hardware.

EQUIPMENT

All the specified equipment and title remains the property of. until full and complete payment has been received from the customer.

CUSTOMER NOTES

The quotation and specification is for OUTRIGHT PURCHASE of ALL the NEW equipment specified and is complete with a 12-month warranty, therefore this quotation is NOT SUBJECT to a rental or lease agreement.

Whilst every care has been taken in the design of your access control system with particular regard to fire regulations, you are advised to consult with your local fire prevention officer or local building control officer prior to installation.

The quotation assumes that the doors mentioned are physically capable of receiving the specified lock cases and releases.

CLASSIFICATION OF ACCESS POINTS

Class II (low to Medium Risk)

At an access point to Class II access will only be granted by the input of a correct PIN code of not less than 1,000,000 differs OR the presentation of a valid unique token

CLASS III (Medium to High)

At an access point to Class III, access will only be granted by the input of a correct PIN code of not less than 10,000 differs AND the presentation of a valid unique token OR The presentation of a valid biometric to a reader.

WIRING

All wiring throughout the installation will be carried out in a 1st class manner.

ACCESS

The above quotation is based upon having unhindered access from Monday to Friday 9am to 5pm and is based upon a single uninterrupted visit to second fix and commission. Any items that are not complete to allow second fix and commission of the complete system, that results in subsequent visits that are not in the control of will invite additional costs.

BRITISH STANDARDS ISO EN 9001 – 2015 QUALITY ASSURANCE

*has been awarded certification to European standards ISO 9001 Quality Management Systems for the Installation and Maintenance of Security Systems to **NSI GOLD MEDAL standard***

The above specification and enclosed quotation INCLUDES: -

*The use of **HIGH-QUALITY** equipment to the very latest designs*

*A **FULL 12 MONTH** warranty on **ALL** parts.*

*A **first class LOCAL** after sales service.*

***24-hour** emergency back-up service.*