

For Council meeting 17th February 2022
Agenda item 11b

Message from the LTA regarding the LTA Data Process System Design Proposal for Thanckes Park tennis courts.

"The quotation is more for us to understand how much funding we need to set aside for each project. The details of the quote are checked centrally in terms of costing and appropriate planned work to ensure they are correct for the project. I just wanted you to have sight of it as they are proposing to retain the existing gate as it is so new – hopefully that is still OK with you? Total costs for supply and installation are usually £6k so this is significantly cheaper."

LTA Data Process System Design Proposal

LTA - Thanckes Park

Reference: 36853

LTA - Thanckes Park
Torpoint
Cornwall
PL11 2QX

31 January 2022

Presented by

Ian Keates

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LTA - Thanckes Park
1-3 Buller Road
Torpoint
PL11 2LD

31 January 2022

Dear Milly

Re: Smart Gate Quotation for LTA - Thanckes Park

Thank you for choosing CIA Fire and Security Ltd. to quote for your LTA Data Process System.

Further to our site visit, we have the pleasure of submitting the enclosed quotation for your review. The quotation comprises:

- [Section 1: System Design Proposal](#)
- [Section 2: Summary of Costs](#)
- [Section 3: Confirmation of Acceptance](#)
- [Section 4: Product](#)

We hope our assessment meets with your approval and look forward to the opportunity of working with you in the near future.

Should you have any queries or would like information on the other services we provide, including Intruder, Fire, CCTV, Fire Extinguishers, Keyholding & Gate Automation, please do not hesitate to contact me.

CIA Fire & Security's Terms & Conditions are located on our website www.ciafireandsecurity.co.uk/terms-conditions. Sections 4, 5 and 8 provide details of your service contract. Please ask a member of our team should you require a hard copy.

Yours sincerely



Ian Keates
SmartAccess Manager
CIA Fire & Security Ltd.

Section 1: System Design Proposal

Site Address	Customer Details (Correspondence / Invoice Address)
LTA - Thanckes Park Torpoint Cornwall PL11 2QX	LTA - Thanckes Park 1-3 Buller Road Torpoint PL11 2LD

The System Design Proposal is for a SmartAccess Lite

System Type: LTA Data Process System

To supply and install offline SmartAccess Lite access control system with Clubspark intergration.

The venue will provide its own Codelock Portal Web account in order to link the gate to the Clubspark platform and pre-purchase batches of codes to be utilised on their venue:

On the images shown, a good quality gate is already in place, so we suggest covering the existing gate with a lite module.

Gate 01

- 1 No. Lite Module Gate Conversion
- 1 No. Codelocks Smart Lock with free to exit handle and key override
- 1 No. Anti-Tamper strip
- 1 No. Keypad Shroud
- 1 No. Clubspark Connection Fee

Labour & Material: £2850.00

Venue Details:

- The system has been designed on receipt of a "Survey Form" from Milly Southworth of LTA - Thanckes Park
- The venue has 1 courts
- Gate 1 gives access to courts 1
- The Fence colour is Green

Routine Maintenance Frequency & Cost:

- Each access control system is to be maintained in accordance with a planned preventative maintenance schedule and code of practice. The preventative maintenance frequency for access control systems of this form is annually; that is, 12 months from the month in which the installation was completed.
- Routine Maintenance is:
 - To be invoiced annually in advance;
 - Based on one gate;
 - Based on a three year rolling contract;
 - Subject to a standard annual inflation rate;
 - To be paid in monthly instalments via direct debit or in full, within 30 days of the invoice date.
- The Routine Maintenance charge comprises:
 - 1 x Annual Preventative Maintenance Service Visit & Technical Phone Support
 - Cloud Interface Charge per Gate
 - Annual Mobile Data Charge (if applicable)
 - No mileage charge will be incurred for preventative maintenance works.

Callout:

Requests for reactive maintenance and callouts will be categorised by CIA and will be classified either:

- Emergency Faults where access to the tennis court is prevented → 48 hour response
- Urgent Faults where access is still permitted but reporting is inhibited → 72 hour response
- Routine control Faults that have no immediate impact upon the use and reporting mechanism of the access
→ 96 hour response

Callout Premiums		Charge
Normal Working Hours	First Hourly Charge Attendance Fee – Normal Working Hours (Mon-Fri 08:00 – 17:00 excl. Bank Holidays) - No mileage charge will be incurred for corrective (callout) works.	£160.00
	Standard Half Hourly Labour Rate	£35.00

Section 2: Summary of Costs

SmartAccess Lite Gate Installation	£2850.00
Maintenance	£ 320.00 per annum
Initial Contract Term	36 Months (Non-Refundable)
Rolling Contract Term	3 Months' Notice Required



Payment Term Conditions

- The installation invoice is due no later than 7 days after the invoice date.
- Preventative maintenance invoices are to be paid monthly or annually via [direct debit](#).
- Corrective maintenance and system additions are to be paid in full by [direct debit](#).
- A direct debit mandate will be sent at time of acceptance. Prior to any work commencing, please complete this form and return it to our CIA office via post or email, for the attention of Accounts Department (Accounts@ciafireandsecurity.co.uk). Please note Direct Debits can also be set up over the telephone.

Please note the featured prices exclude VAT.

Acceptance

- Should you like to go ahead with your quotation, please contact our office and request to speak with either Charlotte or your nominated Business Manager.
- Please complete Section 3 and return back to CIA as per instructions.

System Cancellation

- Should you wish to cancel the agreement no refund will be made available in the first year.
- If you are paying your first years' service and monitoring costs via direct debit and opt to cancel your contract in the first year, you must pay all outstanding months in full; that is, to see your first-year contract through.
- Should you cancel after the first-year charges will be refunded for the remaining period, plus three months' cancellation fee. Please note, any cancelled contract must be confirmed in writing by the client.

Section 3: Confirmation of Acceptance

Quotation & Acceptance → Customer Copy

Date	31 January 2022
Specification No.	36853
Customer Name	LTA - Thanckes Park 1-3 Buller Road Torpoint PL11 2LD

Installation Charges

SmartAccess Lite Gate Installation	£2850.00
Maintenance	£ 320.00 per annum

VAT: All payments are subject to VAT at the prevailing rate.

Agreement: The works detailed in this document are subject to the following terms. This Quotation is made upon and subject to the terms below and should be signed by you or on your behalf and returned to the Company. This Quotation is not an Offer, and is based on the Costs of Labour and Materials prevailing at the Date of Tendering and is valid for a period of One month from this date.

For and behalf of CIA Fire and Security Ltd.	<i>Jan Keates</i>
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I / we the customer accept this Quotation on the above basis and have read and understood the enclosed terms and conditions. We will accept Purchase Orders, Purchase Order Numbers and e-mail acceptance (please quote our specification number in all correspondence) and will have expected that you have read and understood the terms and conditions in this document.

Customer Completion

Name of Customer or his / her authorised representative	
Signature of Customer or his / her authorised representative	
Date	
Order Number	

Please sign the Confirmation of Acceptance and return this page to: smartaccess@ciafireandsecurity.co.uk

Section 4: Product

Readers

Readers are used in association with a central control logging facility. In addition they may be used in specific association with access point hardware. Both types provide the following features:

- Indication of access granted
- Physical tamper detection and malicious damage protection where mounted externally
- Capability to respond to valid entry procedure within 2 seconds.
- Relocking of access point if not used with predetermined time.

Access Point Hardware

Access point mechanisms are selected in accordance with the environment conditions they are to be installed in and classification, anticipated use and duty cycle.

The following considerations are made when specifying access point hardware:

- Temperature
- Humidity
- Corrosion
- Vibration
- Dust and other contamination
- Physical abuse
- Transfer of electrical connections
- Safety precautions
- Door closing mechanisms

Control Equipment

The control equipment panel and system software/database should be protected from unauthorized interference and displayed data should not be visible to unauthorized persons.

Other considerations made are:

- Operational and environmental requirements
- Logging requirements
- Blocking/invalidation of tokens
- Back up of database
- Programming of time/zone restrictions
- Power failure contingency
- Maintenance

