

# Bedford Estates – Bedford Square Gardens Access Control System

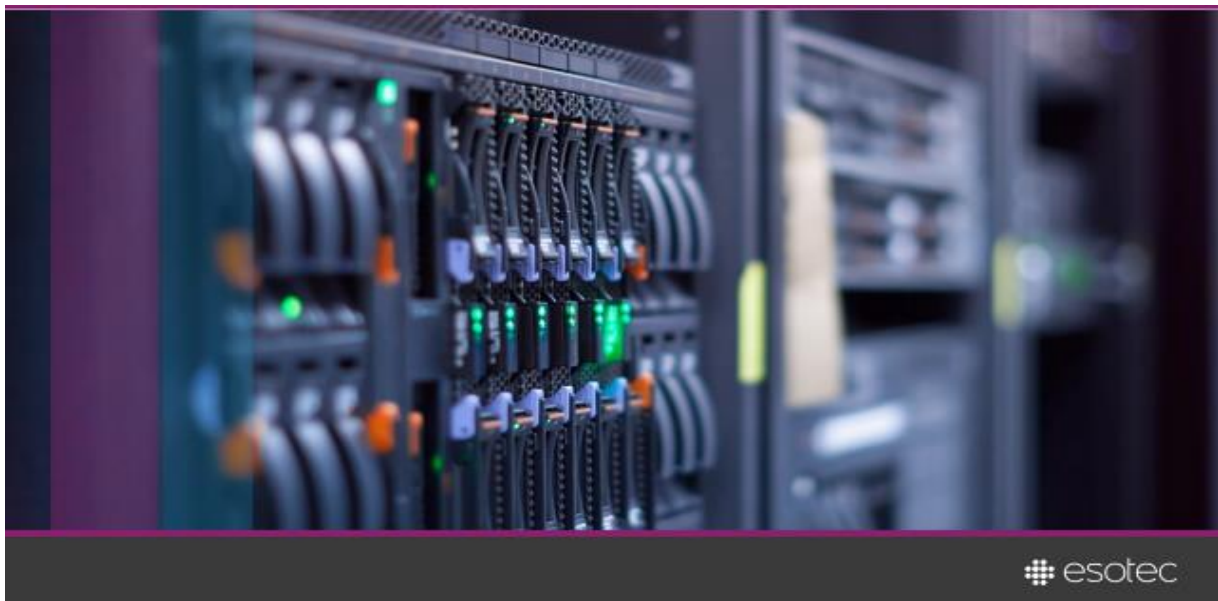
Prepared for: Bedford Estates

Proposal Reference: Q6713 v1

21<sup>st</sup> March 2018

Prepared by Esotec Limited

Our reference: Q6713 v1



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Company Registered Number: 10074925

Version 1.0  
January 2017

## Bedford Estates – Bedford Square Gardens – Access Control System

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### Quotation Reference: Q6713 v1

Esotec Limited has pleasure in providing this quotation to:

<i>Customer:</i>	Bedford Estates (hereinafter also referred to as the "Customer")
<i>Address:</i>	29a Montage Street, Bloomsbury, London WC1B 5BL
<i>For the attention of:</i>	Sean Emmett
<i>Quotation Number:</i>	Q6713 v1
<i>Quotation date:</i>	21 <sup>st</sup> March 2018
<i>Customer Order / Reference:</i>	

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## Bedford Estates – Bedford Square Gardens – Access Control System

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### Executive Summary

Esotec is pleased to submit its full proposal for the installation of an access control system at Bedford Square Gardens, London. Based on recently undertaken site surveys and with reference to your operational requirement we are pleased to submit a budgetary proposal for the installation of the necessary access control system. We have used our understanding of your requirements combined with our extensive knowledge of surveillance technologies and the deployment of systems into sensitive environments to design a cost-effective, high quality solution which we believe meets all your requirements.

This proposal has been prepared by Esotec Limited, a leading international provider of security and surveillance solutions. We address the complex operating environments and requirements of organisations in national security, transportation, energy and utilities, industrial and petrochemical sectors, as well as those responsible for the safety and security of crowded public spaces and VVIP's. Esotec combines specialist consulting, integration and delivery services with a range of proprietary technology solutions.

Esotec has extensive experience of assisting governments, critical infrastructure owners and operators and commercial organisations counter serious and organised threats to their security. This is embodied in the consulting-led model that we adopt in our projects, applying an objective, problem-solving approach that is grounded in the relative threats that our customers face. Similarly, the technology solutions that we propose for our clients are proportionate, fit for purpose and cost-effective, as well as proven in domain-specific environments. We believe that our ability to apply security best practice and technical innovation, yet adapt these to varying project settings, budgets and constraints, are a key differentiator of our approach.

In choosing to work with Esotec, Bedford Estates will benefit from 'real world' insights and a team of experienced operational security practitioners. Furthermore, our teams bring together decades of collective heritage in the security and surveillance sectors, as well as proven skills and experience that encompass project management, system design and installation, complex technical integration and advanced technology development.

Why Esotec? We have:

- The technical expertise to design and implement a complete Access Control System in accordance with the appropriate standard as well as the ability to integrate with any future systems.
- Wider technical expertise extending to all aspects of electronic and physical security in complex operating environments should you require further integration to your systems in future.
- A local presence to provide 365/24/7 responsiveness and cost effective maintenance and support.
- A strong, DV & SC cleared delivery team, sensitive to the complexities of designing security solutions for government customers, plus an extended team of technical and security experts;
- Excellent client references in government and commercial environments – we provide protection for the most senior members of the UK Government establishment.

Our response has been structured into the following sections for clarity:

- Our understanding of your requirements, pertinent experience and sample projects to demonstrate our credibility.
- Our proposed technical solution in accordance with your requirements.
- Our commercial proposal detailing the core contract pricing plus options.
- The Esotec Delivery Methodology, explaining our approach to project management, risk management and testing and assurance.

As appendices to this proposal we have provided a full breakdown of the individual pricing elements plus specification sheets for all key components.

## Bedford Estates – Bedford Square Gardens – Access Control System

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### Your requirements

Esotec understand that Bedford Estates wishes to install an access control system across both of the pedestrian access gates to the Gardens within Bedford Square.

The access control system proposed will be as manufactured by Volo and gate will be controlled by a Master 2 door reader ACU, one at each of the gates, which will control the electrical lock and enable access using keyfobs via a proximity reader.

The system installed will need to have two new electric locks installed on each of the gates, and keyfob readers will be installed adjacent to the gates as sympathetically as is possible to be as aesthetically pleasing as can be reasonably achieved.

The following doors or gates will be equipped with a backbox mounted reader:

- Gate 1 - Read IN only
- Door 2 - Read IN only

Each gate will require a 24V AC feed and an RS485 or CAT5/6 cable terminated into the ACU unit which will be housed in a waterproof enclosure close to each of the gates (to be provided by others). The 24V AC feed will be run from a source approximately 80 to 100m away from each of the gates, and we have included within this proposal for installing the power cable in a pre-prepared duct, with regular inspection points, to each of the gates.

An enclosure will be installed at the mains power source location to house two 24V power supplies, one for each gate – cables installed in the public access areas are all low voltage and therefore safer to Residents.

The electronic locking system to the main entrance gates will consist of the following equipment specification:

- 2no. Electronic Gate Lock (one for each gate)
- 2no. Lock mounting plates
- 6no. Cover protection plates

All the relevant fixtures and fittings will be supplied to 'blend' the new locks in with the gate furniture. The existing pneumatic gate closures will remain in place to allow soft closures of the gates once the locks have been released and access has been made.

Each of the Volo ACU door controllers will be configured with a SIM to allow remote configuration of the units, including the access database, and also to allow for alerts to be sent to the master control station (if required).

We have assumed that a suitable PC terminal will be provided by the customer to configure and manage the system (as part of the Access Control System for 29A Montague Street), and that this will be programmed by the customer in order that ACU readers can be tested and commissioned.

The VOLO system which is 'CLOUD' based and as such is capable of being installed across other properties on the Bedford Estate and utilises 3G/4G communications back to Bedford Estates HQ in 29a Montague Street (see technical specification below).

Please note: The system proposed is uni-directional and we have allowed for a reader to be installed on, or near, the gates, this means that residents will be registered when arriving and given access assuming they have a valid fob. Exit from the Garden will be manual, as per the current operation, and unless an exit reader is installed – exit from the site will not be recorded. This can be added as an option if required.

## Bedford Estates – Bedford Square Gardens – Access Control System

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### Our approach

Successful protection of any property or assets rests on understanding and managing the complex relationship between people, processes, technology and the physical environment in which they operate. The majority of security architectures are only as effective as the people that work within them and the introduction of approved physical and technical measures are only one part of achieving an effective end-to-end security solution. Effective protection cannot be achieved without a balance between these critical components:

- **People:** it is necessary to understand the full range of stakeholders in the security plan, their roles and responsibilities, communications, level of ability, training and awareness. Communication of roles and responsibilities and maintaining the correct level of ability, training and awareness is critical to maintaining an effective ongoing security solution. We believe it is critically important to instil a security culture in the workplace such that security is intrinsic in the way operations are conducted.
- **Process:** without the correct processes, having been properly defined, communicated and regularly exercised, no security solution will be able to function effectively.
- **Technology:** any technology needs to meet the security requirements in a way that can be understood by the people that will be using the system and within the bounds of the desired processes. Adding technology by itself as the answer to point problems rarely delivers the anticipated benefits if people do not know how to/cannot use it effectively and it does not have a place in the operational processes of the security architecture.

Our multi-disciplinary teams have expertise in:

- Requirements gathering and trade-off analysis, including developing holistic concepts of operation to ensure any technology solutions can actually deliver their promised benefits by ensuring that they work in an operational context;
- Solution design, including how to achieve maximum benefit for minimum outlay and reusing existing infrastructure where possible rather than installing new equipment;
- Cost-effective integration of our systems with legacy systems;
- Deployment of systems into new-build environments and liaison with a wide range of contractors to ensure construction projects run on time and within budget.

### Pertinent experience and references

As a leading international provider of security services and solutions, Esotec has focused on developing Integration Services capabilities to support our clients in creating new security capabilities and enhancing existing measures. The scope of our services includes threat and risk assessment, operational security analysis, requirements definition, solution and technical design, deployment and integration, support and maintenance, and remote monitoring. We have included below a selection of references which showcase the breadth and depth of our offerings. Due to the sensitive nature of much of our work we have not included contact names however we would be pleased to arrange for specific references on request.

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**Sensitive Premises / Location Protection:** For over twenty years we have designed and deployed electronic and physical security and surveillance solutions in mixed security / technology government estates and successfully integrated with a range of access control solutions, hybrid analogue / IP camera networks, intrusion detection systems and safety systems.

We have recently carried out the complete upgrade of the surveillance system for a high profile VVIP. This included the upgrade of the existing control room and infrastructure together with an upgrade of certain cameras to thermal imaging.

**Complex Integration:** this large, high security Government project required the installation of a secure and advanced networked access control system across the entire customer estate providing over 1000 reading devices including proximity and biometric sensors. The access control system was fully integrated into various technologies including high security Circlelocks and various vehicle and pedestrian access devices. The system provided reception and visitor control and the access control system was interfaced into the building Intruder Detection System using the Synectics Synergy management system.

# Bedford Estates – Bedford Square Gardens – Access Control System

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## Technical System Overview

The access control system proposed, as manufactured by VOLO, is capable of being expanded across the Bedford Estate and has the following characteristics:

The VOLO system is made up of 3 main parts:

1. **Access Control Units (ACUs):** provide the hardware interface to the door locking system at each site
2. **VOLO hosted software:** installers and end-users log on from a browser (e.g. a Smartphone, tablet or PC) via the internet to configure, administer and manage the access control
3. **VOLO Licences:** enable on-going connectivity and access to the ACUs.

### Access Control Units (ACU)

There are two products in the range

- 837-500 Master ACU with GSM: one required for every site (to be installed on each Gate)
- 837-510 Slave ACU: used to extend the number of doors

Each ACU allows up to a maximum of 2 doors (read-in only) or 1 door (read-in, read-out). A site can be expanded by the addition of up to 24 VOLO Slave ACUs, allowing 50 doors per Master ACU. Multiple Masters can be combined for a very large single site.

### VOLO Hosted Software

The software is in the 'cloud', where it is maintained and run by VOLO. It holds all the site and user configuration information and communicates out to the VOLO ACUs with the required data

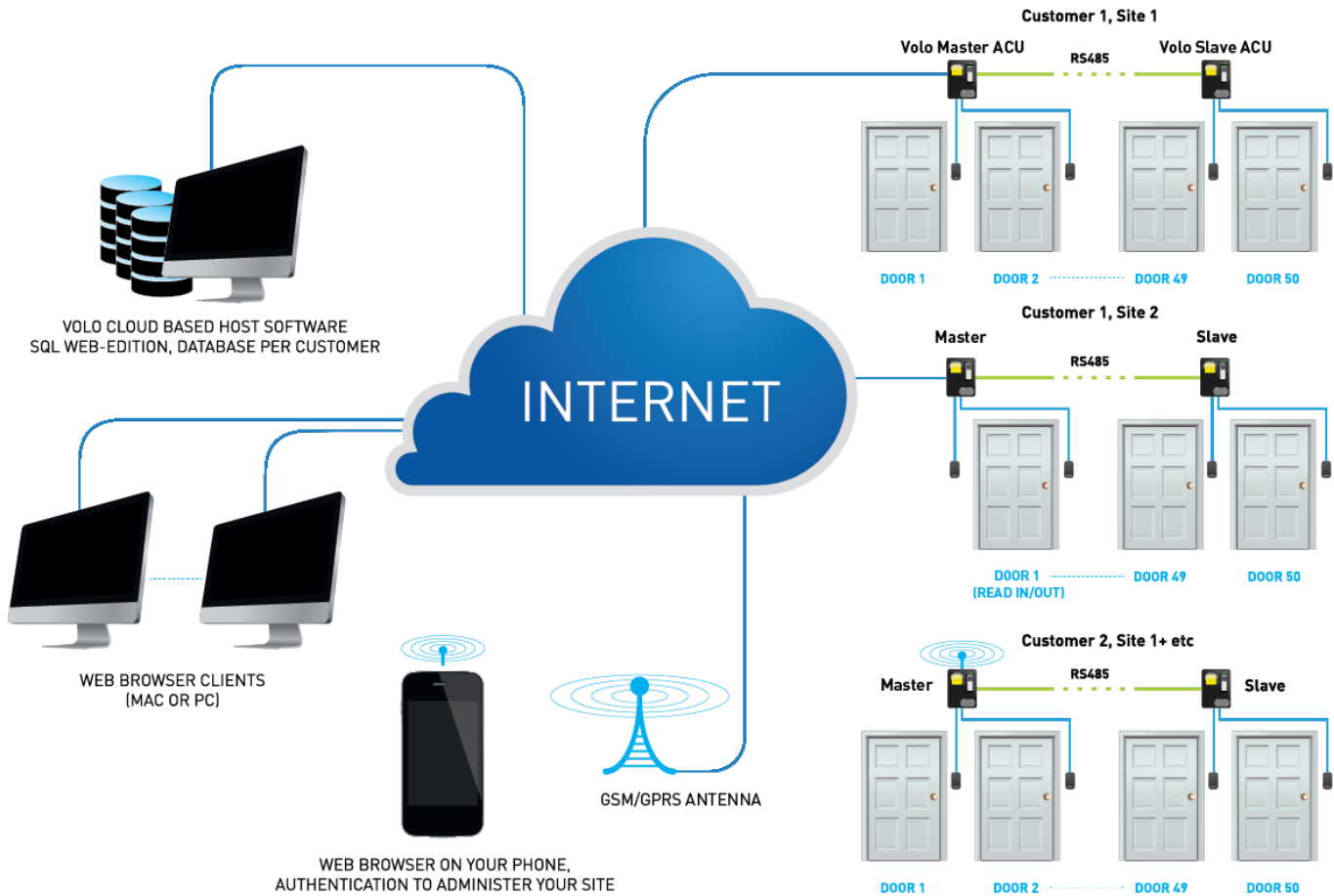
### VOLO Licences

There are 2 VOLO licences:

- 837-540 Hosting licence: required for every Master ACU and enables connection to the Hosting Software. This must be renewed annually
- 837-530 GSM Airtime licence: required for a Master ACU if it is to be connected over the Mobile GSM/GPRS network. This must be renewed annually

# Bedford Estates – Bedford Square Gardens – Access Control System

## System Schematic



## System Performance

- 10,000+ site connection
- 100,000+ users per door
- 128 Time zones
- 512 Access levels
- Activity reports
- Distributed database, 1000's of events per controller
- 128 time zones and 256 access levels per site
- 100,000+ users per controller
- Designed and manufactured in the UK



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### Controller Overview

- GSM/Ethernet option (Master ACU)
- 2 door/2 reader per controller
- Wiegand reader support
- Expandable up to 50 doors/readers per Master ACU with additional slave units
- LED indications
- Slave connected to Master using RS485
- Facility for battery backup

### Browser Support

- Web browser for desktop, tablet and phone
- IE, Firefox, Chrome, Safari supported

The number of doors per site can be extended to a maximum of 50 doors with the addition of up to 24 Slave ACUs. However, more than one Master ACU can be used per site for even larger applications.

Only one Hosting licence is required per Master ACU.

If GSM connectivity is to be used, one Airtime licence is required per Master ACU.

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### Esotec Credentials & References

This proposal has been prepared by Esotec Limited, a leading provider of security and surveillance solutions. We address the complex operating environments and requirements of organisations in national security, transportation, energy and utilities, industrial and petrochemical sectors, as well as those responsible for the safety and security of crowded public spaces and VVIP's. Esotec combines specialist consulting, integration and delivery services with a range of proprietary technology solutions.

Esotec Limited, headquartered out of Abingdon in Oxfordshire, has extensive experience of assisting governments, critical infrastructure owners and operators and commercial organisations counter serious and organised threats to their security. This is embodied in the consulting-led model that we adopt in our projects, applying an objective, problem-solving approach that is grounded in the relative threats that our customers face. Similarly, the technology solutions that we propose for our clients are proportionate, fit for purpose and cost-effective, as well as proven in domain-specific environments. We believe that our ability to apply security best practice and technical innovation, yet adapt these to varying project settings, budgets and constraints, are a key differentiator of our approach.

- NACOSS Gold approved Installation & Services Team
- HMG approved contractor – Installers of electronic security for high-level Government sites
- Dedicated Project Management and Account Management
- Comprehensive Service & Support capability 24/7/365 (optional)
- National support coverage
- Customer references include; Home Office, Royal Household, MITIE, Transport for London (TfL), Slough BC

### Program Management Introduction

By way of background and supporting evidence of our competencies and skills we have provided in the section below details of our management processes.

Across Esotec we have extensive experience in project managing and successfully delivering a variety of types and sizes of programmes including:

- Large-scale infrastructure installations
- National coverage maintenance contracts
- Complex, multi-disciplinary integrated security solutions

We are ISO 9001 accredited and maintain the highest standards of control, planning, reporting, health and safety and quality management. We achieve this through open and honest communications with all parties and by working in partnership to achieve the project objectives. Security is an underlying tenet of all our projects and hence is an intrinsic characteristic of the way in which we manage and run projects.

The following sections provide an overview as to specific areas of our approach; however, we would look to work with the customers personnel during project mobilisation in order to align our approach to fit with your own project arrangements.

### Programme and project management approach

We recognise that this project may form part of a wider programme of works so we will work closely with any programme plans you have to ensure we track and report according to the standards you set.

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Our aim is that this proposal provides sufficient detail so that many of the potential ‘project unknowns’ are removed at an early stage to give you confidence in the overall solution and implementation approach. During the elaboration phase, post Contract Award, a detailed plan of our activities and dependencies will be developed and agreed with you. We shall proactively forward manage the plan to ensure we highlight dependencies early and track progress to detect and assist mitigation if issues arise with elements of delivery not under our direct control.

We shall provide as much openness into our tracking as you require but will always proactively raise any issues with recommendations for resolution should they arise. Our fundamental aim is to ensure that there are no surprises.

The project plan can be broken down into the following key stages:

### **Factory Acceptance Testing (FAT)**

A FAT schedule will be conducted at our premises in Didcot, Oxfordshire on all of the equipment to be supplied as part of the project delivery. This process will demonstrate that all of the individual components of the system work correctly and that they meet the project requirement.

### **Equipment Installation and Testing**

The project management process will be installed with National Security Inspectorate (NSI) guidelines, of which Esotec is an NSI Gold accredited member. One key aspect of a successful project installation is constant communication with the customer and their team to highlight any issues identified early in the installation process. Given the complexity and installation pressures on the completion of the 29a Montague Street project, communication with onsite personnel coordination with the project leaders from the customer will be essential and has been costed within our proposal (Project Management costs).

### **Site Acceptance Testing (SAT)**

Once installed the whole systems will be tested and the results documented and in accordance with the customers’ specification/requirement.

### **Commissioning**

The systems will be commissioned to meet the customers’ requirements, and is an essential part of the install at 29a Montague Street. As fitted drawings and O&M manuals will be supplied as part of this process.

## Risk management and governance

Our risk approach examines all elements of the proposal to ensure successful delivery of our commitments and to ensure that work is completed safely, on schedule and within budget.

In addition to regular contract meetings and reviews with you, we would employ formal contract governance through a defined hierarchy within Esotec. This would include regular contract and project reports, as well as issue escalation up to and including the board of Esotec. We have a strong commitment to working closely with customers and partners to resolve any contract and project related issues – investing the necessary effort to deliver projects that meet and surpass expectations. We are also keen to work flexibly and constructively with other supplier organisations, resolving any issues and identifying creative ways to mitigate and manage critical project dependencies.

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The contract will receive regular internal reviews from our Engineering Director with oversight from the Managing Director.

### Health and Safety

Fundamentally, the policy of Esotec is to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors and all those who may be affected by the company's activities by:

- Providing and maintaining locations, plant equipment and systems of work that are safe;
- Identify foreseeable hazards and take reasonable and appropriate control measures to reduce the risk to the health and safety of employees and others;
- Arranging for the safe use, handling, storage and transport of articles or substances;
- Providing sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute positively to their own safety and health at work;
- Providing and maintaining a healthy working environment, and develop safe systems of work which are appropriate to the experience and training of the employees involved;
- Investigate and take positive remedial action on any health and safety problems identified;
- Investigate and record all accidents occurring at work and take reasonable action to prevent a re-occurrence and to keep regular statistics of all accidents to regularly review and target areas where safety is lacking;
- Regularly audit health and safety standards and the operation of safe systems of work to ensure that standards are being achieved and maintained.

The company will comply with the spirit as well as the letter of the Health and Safety at Work Act 1974 / Reporting of Injuries, Diseases or Dangerous Occurrences Regulations 1995 and has therefore developed an organisation which is designated to produce the speedy recognition and resolution of health and safety problems. We recognise and understand the requirements and principles of CDM 2015 and our embedded processes deliver against these by design.

While each employee has their own responsibility for health and safety and the safety of others, the prime responsibility rests with business management. The Managing Director has overall responsibility for health and safety activities. Information, that inspectors empowered under the Health and Safety at Work act 1974 properly require to be passed on to employees, will be displayed on notice boards. Suggestions on health and safety are welcomed and encouraged and existing communication channels are available to employees if differences cannot be resolved through normal employee/manager relationship.

### Quality systems

Esotec is an ISO 9001:2008 accredited company (certificate number 4154) committed to providing an efficient and effective quality service that meets the highest standards of delivery. The globally recognised ISO 9001:2008 gives the requirements for quality management systems and provides assurance about our ability to satisfy quality requirements and to enhance customer satisfaction in supplier-customer relationships.

We work to predetermined standards that are monitored through our Quality Assurance Strategy in accordance with principles of:

- High standards
- High expectations
- Partnership

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- Value for money

### Environment and sustainability

At Esotec we are committed to a continual process of assessment and development to decrease the environmental impact of the design, supply and activities of our business operations. We regularly scrutinise the green credentials of our business practices and equipment suppliers with the aim of being efficient and effective in our use of energy. Importantly too, our technicians, installers and designers will ensure high levels of accuracy and control within the systems we install which, in turn, will minimise the environmental impact current environmental and sustainability measures include: home working; video conferencing; paperless office; and use of public transport.

# Bedford Estates – Bedford Square Gardens – Access Control System

## Commercial Offer

PART	MANUFACTURER	PART NUMBER	QUANTITY	PRICE EACH	PRICE ALL
<b>Access Control</b>					
<b>Bedford Garden Gates</b>					
VOLO 2 Reader ACU - MASTER	VOLO	837-500	2	£ 690.37	£ 1,380.74
Flush Mounted Backbox with reader	ADI	371-125	2	£ 148.13	£ 296.26
Electronic locks (with override)	247	375-139	2	£ 1,057.60	£ 2,115.20
Reader Cable - Belden 8778 - 6 pair ind screened 22 AWG (External Grade)	Belden	BELEQ8778PE	20	£ 8.08	£ 161.60
Data Cable - Belden 8723 - 2 pair (External Grade)	Belden	BELEQ8723PE	10	£ 0.56	£ 5.60
Gate installation kit including fixings, cable and sundries	ESOTEC	ACD/001/Gate	2	£ 448.00	£ 896.00
Gate Conduit and metal reader mount	ESOTEC	RD/CON/Gate	2	£ 480.00	£ 960.00
Gate Cable Installation (First and Second fix and test)	ESOTEC	LAB/INST/T01	2	£ 960.00	£ 1,920.00
<b>TOTAL</b>	<b>£</b>	<b>7,735.39</b>			
<b>ACU Power Installation</b>					
<b>Bedford Garden Gates - Cable Installation (across the Gardens to the Gates)</b>					
2.5mm 3 Core PVC SWA XLPE Armoured Cable	CEF	253SWA	200	£ 1.71	£ 342.40
Cable Installaion - 200m cable install to duct by others	ESOTEC	LAB/INST/CAB	2	£ 1,032.00	£ 2,064.00
24V Power Supply Enclosure and Installation	ESOTEC	LAB/INST/T01	1	£ 1,440.00	£ 1,440.00
<b>TOTAL</b>	<b>£</b>	<b>3,846.40</b>			
<b>Keyfobs &amp; Hosting Licences</b>					
Keyfob Pack of 10	Paxton	695-644	10	£ 36.14	£ 361.44
Annual VOLO Licences - VOLO ACU SIM Airtime 1 Year	Volo	837-530	2	£ 158.40	£ 316.80
Annual VOLO Licences - VOLO Hosting Licence - 1 year	Volo	837-540	2	£ 192.00	£ 384.00
<b>TOTAL</b>	<b>£</b>	<b>1,062.24</b>			
<b>Prelims and other costs</b>				<b>PARTS TOTAL</b>	<b>£ 12,644.03</b>
System Design	Per Man	Design Engineer	1	£ 720.00	£ 720.00
Travel	Rate	Rate LONDON	1	£ 192.00	£ 192.00
Project Management - On site SC Project Manager	Per Man	Engineer	2	£ 560.00	£ 1,120.00
Electrician	Per Man	Electrician	1	£ 560.00	£ 560.00
Commissioning and set-up	Per man	Engineer	1	£ 600.00	£ 600.00
Manuals and Drawings	Per Man	Engineer	1	£ 480.00	£ 480.00
<b>£</b>					<b>3,672.00</b>
			<b>7</b>	<b>LABOUR OTHER</b>	<b>£ 3,672.00</b>
				<b>TOTAL COST</b>	<b>£ 16,316.03</b>
				<b>VAT @ 20%</b>	<b>£ 3,263.21</b>
<b>TOTAL</b>				<b>TOTAL PRICE</b>	<b>£ 19,579.24</b>

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### Key Commercial Conditions

Esotec is delighted to provide the above solution at the stated price, subject to the following conditions:

- **Validity.** This quotation is valid for 30 days
- **Payment terms.** Payment terms to be agreed
- **Delivery Timeline.** Our pricing is based on standard delivery with lead time of 4-6 weeks
- **Currency.** Prices quoted are in Pounds Sterling (GBP)
- **Service and Maintenance.** Service and Maintenance is excluded from this offer. We would be delighted to discuss your requirements separately as required.

This quotation is subject to and limited by the assumptions and dependencies set out in Annex A.

### Next Steps

We are pleased to provide budgetary price for the works required for a new access control system. If you would like to proceed with this project, we would be more than happy to discuss this proposal in more detail.

In the meantime, if you have any further questions regarding this quotation or any other matter then please do not hesitate to contact myself or Andy Durham as necessary.

Yours faithfully



Dave Oliver  
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### Annex A

#### Key Assumptions and Dependencies

Although Esotec has made every attempt to capture all costs associated with the programme, this proposal is for guidance and budgetary purposes only, and the following assumptions and caveats will apply:

1. Installation has been estimated based on the limited site survey conducted to date, in-line with a more detailed survey these assumptions and estimated project pricing could change, although this is not envisaged at this stage.
2. Where local mains power is required or 24V (either at the ACU's, intercoms or doors) we have assumed that the customer will install a duct within which power cables can be installed by Esotec. The customer will also install ducting from the equipment cabinets (provided by the customer) to each of the gate posts.
3. This proposal assumes that all onsite work will be conducted during normal business hours (7am-6pm Monday to Friday) and any requirement to complete work outside of these hours is likely to be subject to additional charges.
4. We have assumed that the Customer will provide any necessary HSE training/induction and/or paperwork and/or personnel as necessary on site for installation.
5. Site Access. The Customer is responsible for providing the necessary security access and passes to enable Esotec and its nominated sub-contractors to gain access for installation and set-up purposes.
6. We have also made an allowance for security cleared engineering personnel to work on this contract.
7. We have also assumed that the customer will supply onsite welfare for Esotec personnel and will provide a facility to house equipment and tool storage onsite for the duration of the project.
8. We have assumed that all civils work, and equipment enclosures, will be provided by Bedford Estates. We have assumed that the customers will install an underground duct to contain the power cables from the central power source to each of the gates.