Part B – Closed Circuit Television (SCTV) Level Application

Part B

Application Instructions

This **Part B** including the attached spreadsheet and supporting documents must be submitted together with Part A of the application.

**Part B** of the application includes:

* + Prequalification Level information, including minimum requirements
  + Excel Spreadsheet (Link to the spreadsheet is at the end of this document)

Document Requirements

* Applications will only be considered where all the requirements of the Part A and Part B applications forms are completed
* Applications will only be considered where the minimum eligibility criteria are satisfied and include supporting documentation to demonstrate the competencies outlined.
* Supporting documents must be in English.
* Supporting documents must not have any redacted sections.

***Applications that do not comply with the requirements outlined in Part A   
and Part B including the required supporting material requested,   
will not be considered.***

Submitting your application

* Upload your application (Part A and Part B), including the spreadsheet and supporting documents to a cloud storage service and email the link to [prequal@transport.vic.gov.au](mailto:prequal@transport.vic.gov.au)

***\*\* Applications will only be accepted from cloud based storage services***

* Ensure the link has no expiry date, no password protection and full download rights have been granted.

**Part B**

**Closed Circuit Television (SCTV) Level**

About this Level

Prequalification at this level covers all works associated with the installation and maintenance of CCTV cameras and associated equipment.

This level of prequalification is for installation and maintenance works associated with DTP’s Closed Circuit Television system. It includes works associated with the installation and maintenance of:

* Digital, pan/tilt/zoom (PTZ) CCTV cameras.
* Digital, fixed web cameras.
* Digital, fixed VMS verification cameras.
* DTP’s CCTV camera operation and control network (4/5G and fibre connected)
* DTP’s CCTV camera operation and control system (Genetec’s Security Centre, version 5.4 or later).
* CCTV distribution and termination cabins.
* Video, CCTV electrical and communications conduit and cabling works.
* Transmission equipment, including 4/5G modems and network switches.
* Conduit and cabling works associated with the above.

Devices covered by this level of prequalification include:

* CCTV cameras.
* 4/5G modems.
* Network switches.
* PoE adaptors.
* Ethernet cabling.
* Ground mounted and pole mounted cabinets for housing CCTV equipment.
* Distribution and termination cabin equipment.
* Fiber optic network/cables

Areas of Competency

Applications of nominated representatives must demonstrate the following areas of competency:

* Suitable qualified employees.
* Suitable premises and equipment including communication devices and vehicles to support the works.
* Competency in all areas off works for the installation and maintenance of the list of equipment noted in the description of works.

Prerequisites

CCTV equipment covered by this prequalification that is attached to traffic signals, requires the contractor to also hold STS prequalification.

Renewal

Prequalification must be renewed every (3) years or in the event you experience significant changes in your company, such as your nominated individual representative leaving your company.

## Minimum Requirements

* Maintain a minimum of (2) two, permanent, full-time employees. At least one must hold an electrical licence, and at least one must hold an ACMA licence.
* Have a minimum of three years (within the last six years) relevant experience1 in the installation and maintenance of CCTV cameras, including PTZ and fixed cameras.
* Have experience with the operation and functionality of Genetec’s Security Centre.
* Evidence of the relevant qualifications and licences:
* Licensed in accordance with Energy Safe Victoria requirements carrying out electrical works.
* Licensed in accordance with Australian Communications & Media Authority (ACMA) requirements.
* Have experience in network transmission devices such as 4/5G modems, and Cisco® routers and switches.
* Possess the skills to configure, test, and fault find modems and routers.

**1.** Relevant field experience’ is defined as having worked ‘in the field’, ‘on the tools’, as an electrician/technician, on CCTV camera installations and associated transmission equipment, for the minimum number of years specified. Evidence must be provided that each nominated employee has spent a minimum of 80% of their time in the field working on CCTV installations as a technician.

* Maintain a secure, suitable size lockable depot in Victoria for the purpose of storing goods and equipment relevant to the works.
* Maintain an office, that is serviced during business hours for the purpose of receiving and relaying works instructions.
* Maintain on-call, at all times, supporting personnel and facilities to effect installation, maintenance and repair works on CCTV installations.
* Operate a minimum of two suitable vehicles that are equipped to readily undertake regular work activities associated with CCTV installation and maintenance that are fitted with flashing amber lights.
* Maintain a communication system which enables direct communication between the company office or base, with field personnel and Department of Transport and Planning (DTP).
* Applicants must complete and pass the included questionnaire.

## Spreadsheet

Please complete the Part B Spreadsheet linked below.

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