

Town of Falmouth, Maine

Requests for Proposals

Security and Surveillance Camera System

Introduction

The Town of Falmouth is requesting proposals from qualified security companies to provide proposals on the upgrade and/or replacement of the Town's existing Security and Surveillance camera system as well as new installations at four other locations. The proposal shall also include equipment and installation costs.

A **mandatory pre-bid meeting** will be held **on Wednesday, April 16, 2014 at 1:00 pm** inside the Conference Room at the Falmouth Police Station, 2 Marshall Drive.

The deadline for the submission of proposals is **1:00 pm, Tuesday, May 6, 2014**.

Background Information

The Town currently has a security camera system that is in need of upgrading and expansion. We currently have cameras and Bosch DVR systems at our Police Station, Town Hall, and Public Works. We would like to expand this system to our Central Fire Station, Station 1, Station 4, and Harbor Master locations. It will be the responsibility of each proposer to inspect the Town's current system and determine the most cost effective approach to upgrading or replacing the system, and the integration of additional cameras to the security and surveillance system. The surveillance system shall provide these key aspects; uniformity, local and central monitoring, ease of use and maintainability.

Currently each location records its data locally and is monitored by Dispatch located at 2 Marshall Dr., Falmouth, ME. We also use Software House for our access control system. We would like to be able to integrate the new system with our access control software.

Town Hall, Police, Central Fire and Public Works are all connected via a fiber network with all the town's network servers located at the Police Station.

Project Requirements

The Security/Surveillance camera system upgrade or replacement proposal must address the means of connectivity with the Town's offices. It will be up to the proposer to determine if it is in our best interest to have a centrally located server for all the recordings and viewing or record on site at each location.

The locations for the camera systems are as follows:

1. Falmouth Town Hall – 271 Falmouth Rd. The Town Hall site currently has 12 inside cameras.
2. Falmouth Police Station – 2 Marshall Dr. The Police site currently has 7 inside and 3 outside cameras, separate DVD recorder for the camera in the interview room and three additional monitoring stations in the building.
3. Falmouth Public Works – 101 Woods Rd. Public Works currently has 12 inside and 4 outside cameras. This system is the newest of the three sites (installed in 2009) and may be considered more appropriate for an upgrade vs. replacement.
4. Central Fire – 8 Bucknam Road. New site to be added. Currently no cameras installed.
5. Station 1 – 287 Foreside Road. New site to be added. Currently no cameras installed.
6. Station 4 – 5 Winn Road. New site to be added. Currently no cameras installed.
7. Harbor Master Office – Town Landing. New site to be added. Currently no cameras installed.

Locations 1-4 are connected via fiber and locations 5-7 all have regular Timewarner connections with no dedicated bandwidth.

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The amount of cameras proposed may vary provided that the cameras can cover the areas requiring monitoring (38 cameras currently installed) as specified in Attachment "A".

The system must meet the following requirements:

- All cameras must transmit in color, ability to PTZ in appropriate locations, ability to operate in low light, and store data locally where appropriate. If wireless cameras are proposed, they must be able to transmit the wireless data in a secure encrypted format.
- Provide detail server specifications or DVR specifications to support proposer's recommended configuration including backup.
- The network design shall allow for upgrades to the system in a modular fashion and support additional cameras.
- Provide description of network performance that will be adequate for video monitoring and surveillance of proposed system. This will include compression protocol, resolution, image ratio, frame rate, compression ratio and recommended bandwidth per camera and total bandwidth required per location.
- List all proposed product name brands, models and configurations
- Installation of all equipment hardware, software, wiring, and all ancillary equipment and connectors must be installed, test verified and delivered in operating and ready to use condition.
- The proposal shall include the amount of storage required per hour of video
- Provide ratio of video compression for each camera type being proposed
- Ability to retain 30 days of video archives
- Include the ability to program the camera to pan/move in order to capture an area without an operator
- Allow users to capture still pictures in multiple formats
- Provide in detail the version, features and capabilities of the proposed video management system including hardware/software architecture diagrams, process flow diagrams, network diagrams, minimum client computer configurations for desktop and remote access, and optimal and minimum network, server, storage and backup requirements.
- Record streaming video in an industry-standard format that can be viewed on a standard DVD player or other common computer media
- Provide a date and time stamp option with ability to flag content for permanent storage
- All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed and deleted as needed.
- Provide software server and workstation requirements
- Software shall allow for the viewing of multiple cameras on one screen and be web accessible
- Software shall provide for rapid search capabilities
- When completed the system shall provide monitoring access at multiple security levels as defined by the Town and shall be inclusive of monitoring at the existing Dispatch office located at the Police Station.
- All equipment shall carry a minimum of one-year warranty on parts, hardware, and software.
- No additional labor costs shall be imposed on the Town in order to correct documented defects within the one year warranty period.
- Training on software, hardware and cameras should be included in the cost of the proposal
- Ability to tie into our access control system, Software House preferred
- As built drawings of the system and network with diagrams of the cameras locations shall be submitted upon completion of installation.

Submittal Requirements

The following information is required in the RFP submittal:

- Executive Summary – include a brief overview of the key elements of the proposal.
- Corporate Profile – include a brief overview and history of your company, description of qualifications, technical support and experience of your firm in providing similar services described above, include a list of at least three customer references with similar networks, and list number of municipal/government clients.
- Proposal Narrative – include description of work to be performed, features and configuration of the system, list of hardware and software being recommended and any other pertinent information that would help the Town determine your overall qualifications.
- Cost of Services – Provide pricing breakdown on hardware, software, installation, ongoing maintenance/warranty costs and wiring costs by location.
- Copy of Certificate of Liability Insurance

Bid Timing

A **mandatory pre-bid meeting** will be held **on Wednesday, April 16, 2014 at 1:00 pm** inside the Conference Room at the Falmouth Police Station, 2 Marshall Drive.

Proposal submissions must arrive at the below address no later than **1:00 pm, Tuesday, May 6, 2014**.

Jennifer Phinney
Director of Information Systems
2 Marshall Dr.
Falmouth, ME 04105

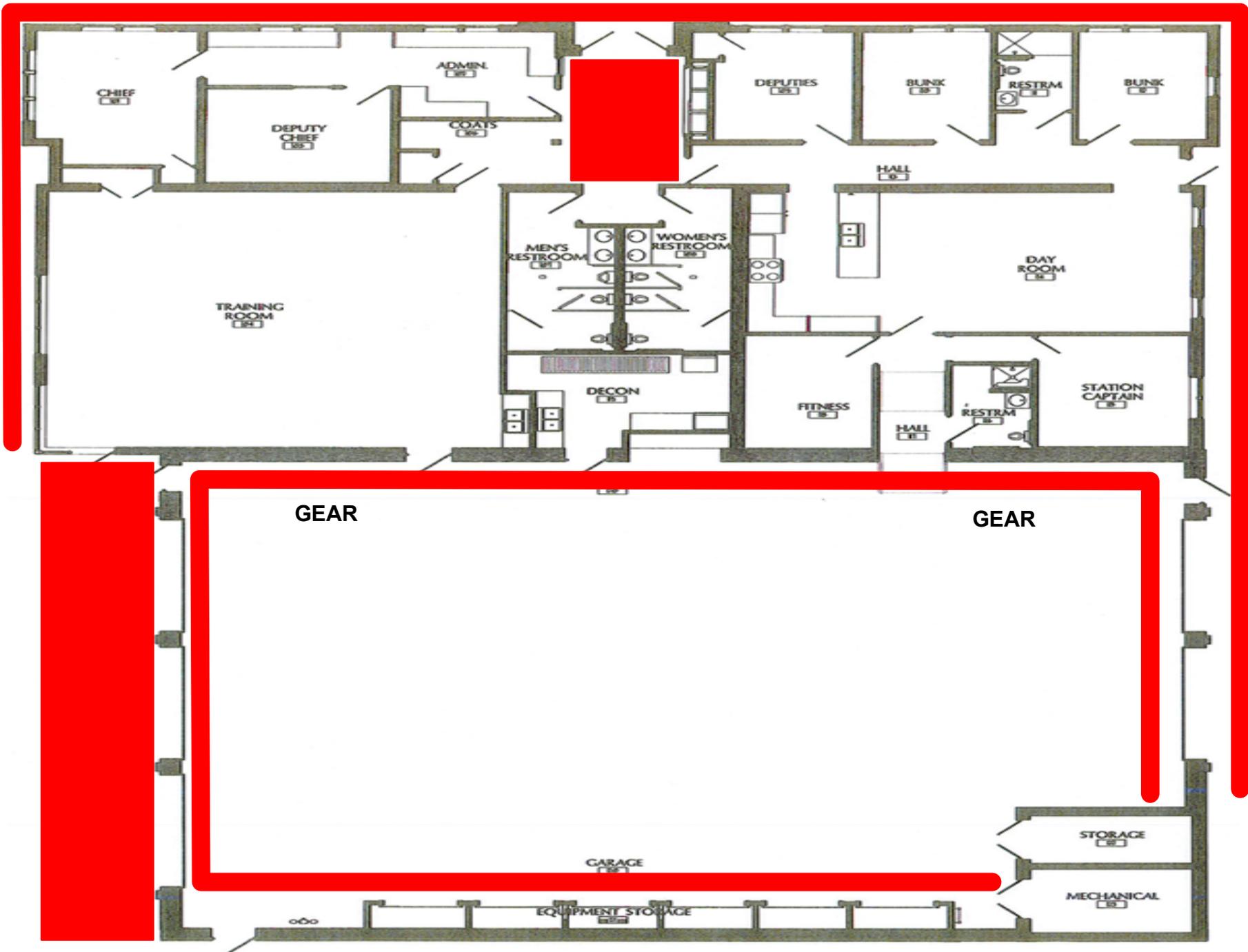
All questions should be directed via email to Jennifer Phinney at jphinney@town.falmouth.me.us with the subject Security and Surveillance RFP.

Bid Parameters

The Town of Falmouth reserves the right to reject any and all proposals submitted, to request additional information from all proposers, to use any ideas presented in proposals, and to negotiate with one or more of the finalists regarding terms of the engagement. The Town of Falmouth intends to select the company that, in its opinion, best meets the Town's needs, not necessarily the firm whose costs are the lowest.

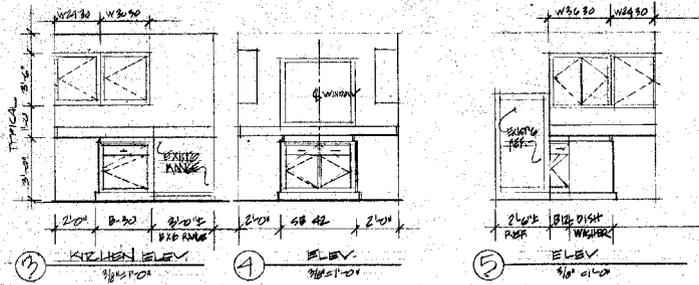
The Town Manager reserves the right to waive any formality and technicality in bids whenever is deemed best for the interest of the Town of Falmouth. The decision of the Town Manager is final.

ATTACHMENT A

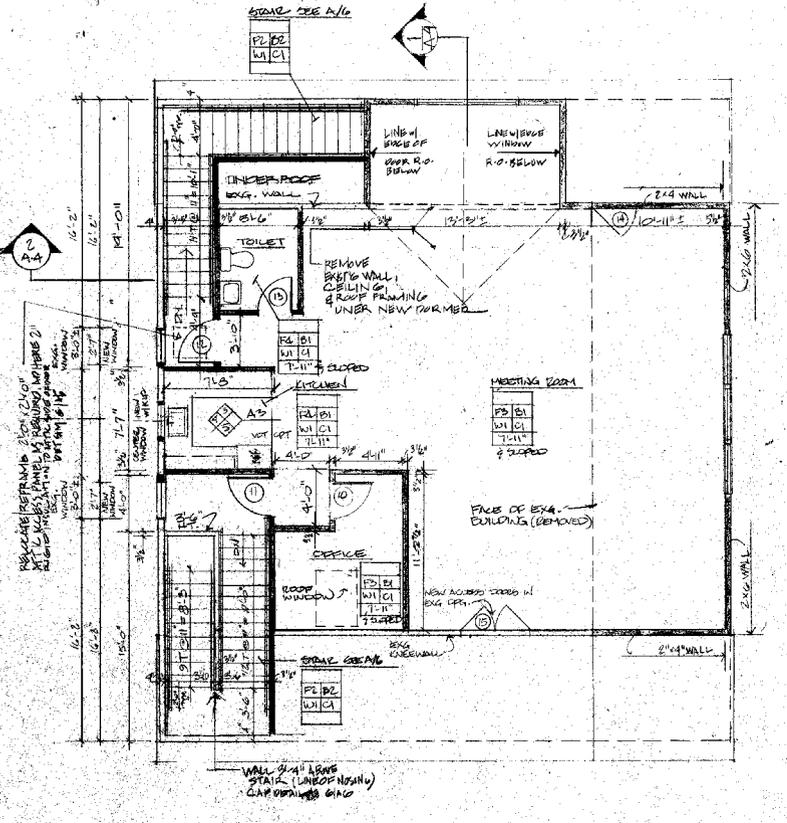
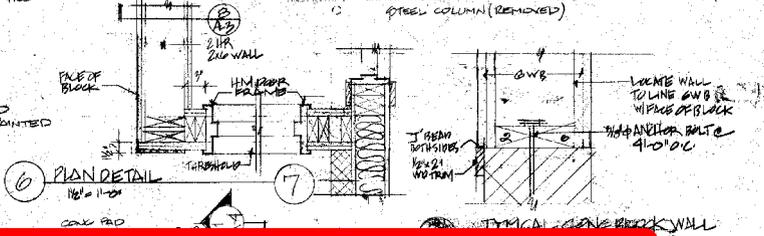
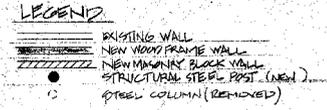


Central Fire Station

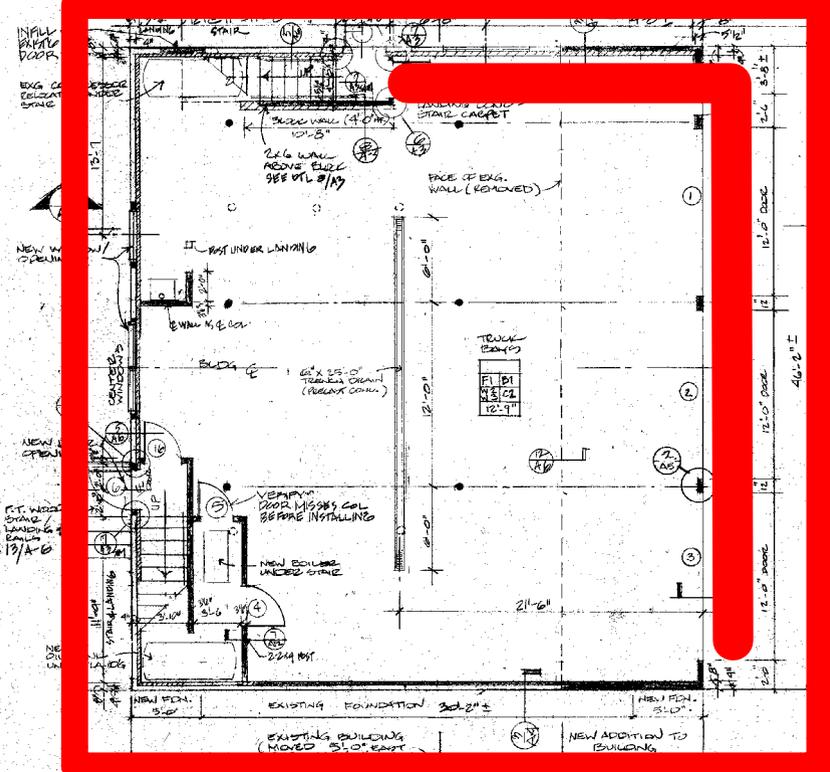
 = Area to be monitored



- FINISHED FLOOR**
- 1 EXPOSED CONC
 - 2 GUE DOWN CARPET
 - 3 CARPET ON PAD
 - 4 VINYL COMPOSITION TILE
- CEAS**
- 1 VINYL/CONCRETE
 - 2 WOOD
- WALL**
- 1 GWS - PAINTED
 - 2 M.B. GWS - PAINTED
 - 3 BRICK - PAINTED
- CEILING**
- 1 GWS - PAINTED
 - 2 SUSP. ACC. CLG.



2 SECOND FLOOR PLAN



1 FIRST FLOOR PLAN

ARCHTELIC ARCHITECTS

ADDITION AND RENOVATION OF THE FORESIDE FIRE STATION

ROUTE 88 PALMDUFIA, MARYE 94105

Scale: 1/8" = 1'-0"

Checked by: [Signature]

Drawn by: [Signature]

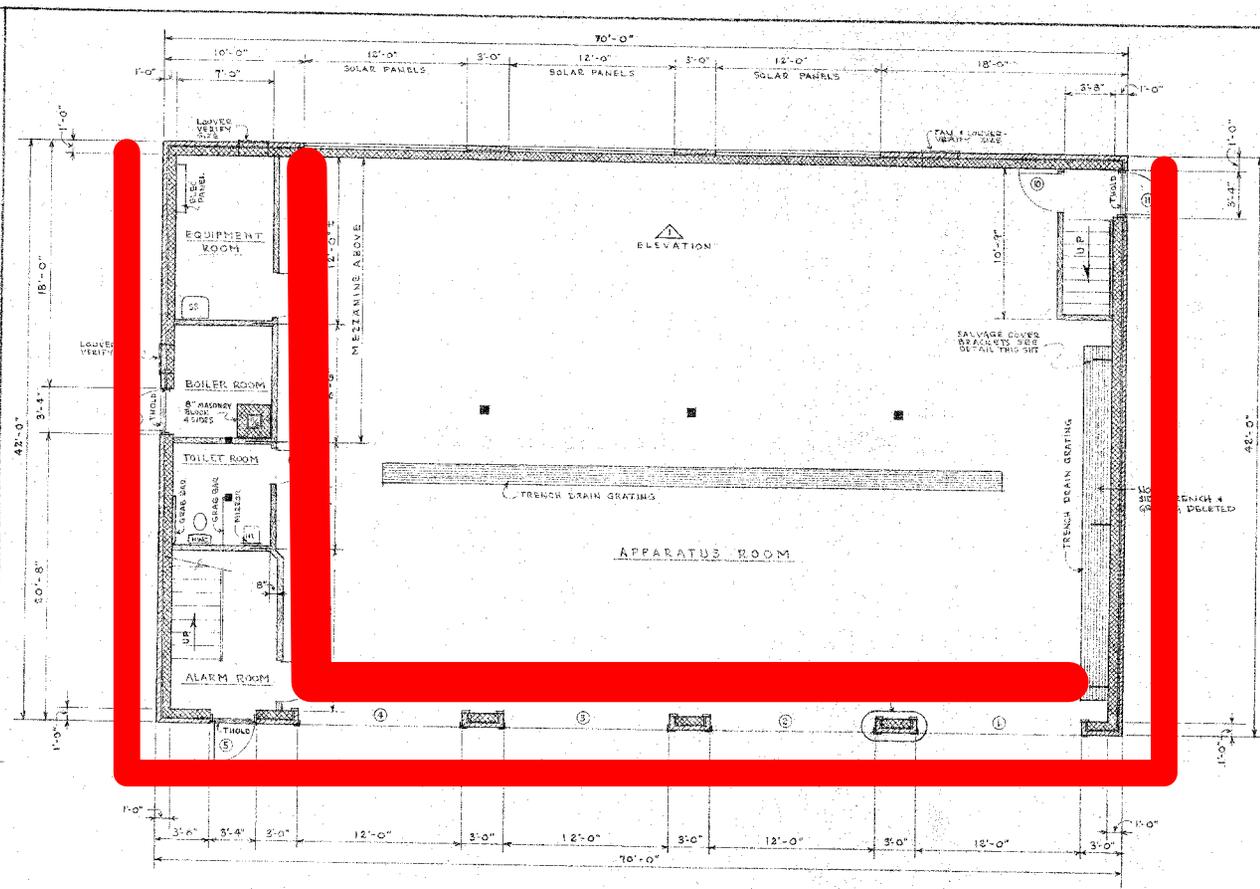
DATE: 10/11/11

FLOOR PLAN

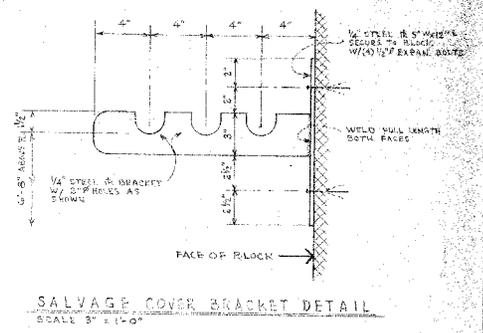
A-3

Station 1

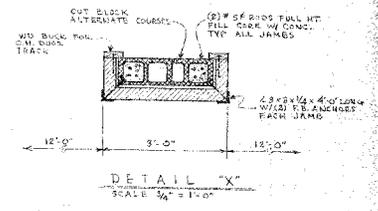
= Area to be monitored



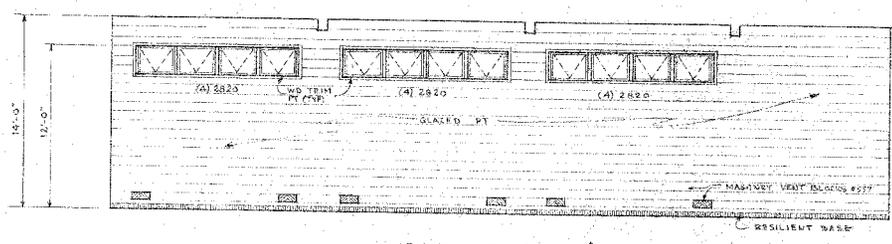
FIRST FLOOR PLAN FINISH FLOOR ELEV. 86.5'
SCALE 1/4" = 1'-0"



SALVAGE COVER BRACKET DETAIL
SCALE 3" = 1'-0"



DETAIL 'X'
SCALE 3/4" = 1'-0"



ELEVATION
SCALE 1/4" = 1'-0"

- MATERIALS LEGEND
- EARTH
 - GRAVEL (COMPACT)
 - CONCRETE
 - BRICK
 - MASONRY BLOCK
 - WOOD
 - INSULATION



Revised 11/10/80

REVISIONS

FIRST FLOOR PLAN	
FIRE STATION # 4	
TOWN OF FALMOUTH, MAINE	
WINN ROAD	
GREGORY K. JOHNSON	4
ARCHITECT	
PORTLAND, MAINE	
SCALE AS NOTED	DATE OCT. 1, 1980

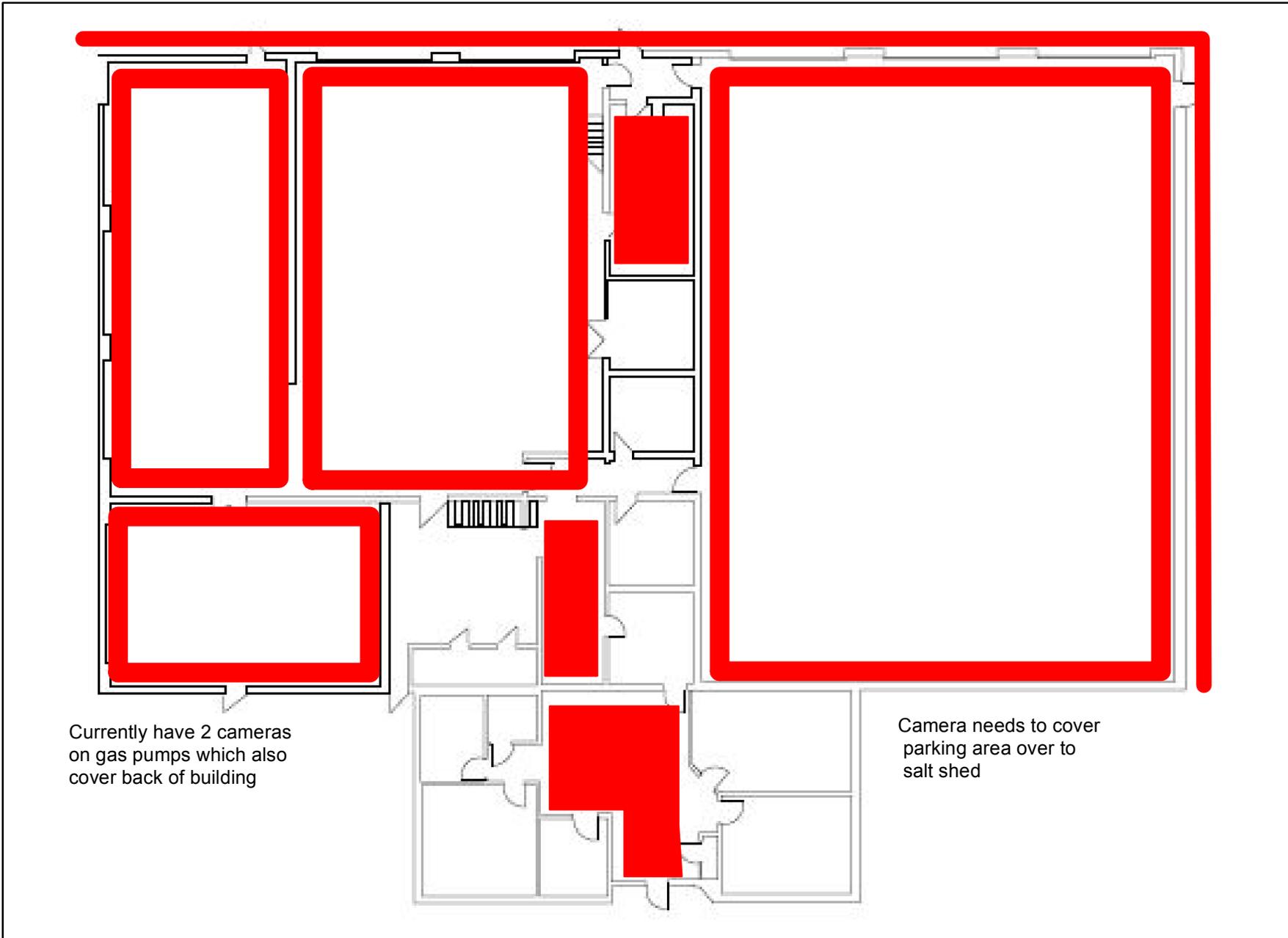
Station 4

= Area to be monitored



Police Station

— = Area to be monitored



Public Works

— = Area to be monitored



Town Landing/Harbor Master Office

— = Area to be monitored