

Request for Proposal: Video Surveillance Camera Project the Wakefield Town Hall located at 2 High Street, Wakefield, NH 03872

- A. INTRODUCTION The Town of Wakefield, located in Wakefield, NH seeks proposals for the above project. The project will be completed by the end of August, 2022 and will provide for fully functional fixed location wireless mounted cameras.
- B. PLACE TO SUBMIT PROPOSAL – submit the proposal in a sealed envelope, with RFP# 2022 Wakefield Town Hall Camera Surveillance clearly marked on the envelope to:
Town of Wakefield
2 High Street
Sanbornville, NH 03872
Attn: Dino Scala
- C. DEADLINE FOR SUBMITTING RFP Proposals must be received by 4 P.M on April 26, 2022. Proposals received after the deadline will be accepted but noted that it was received late. It is the vendor’s responsibility to ensure timely delivery. Proposals will be opened in public at the Selectmen’s Meeting on April 27th at 7 P.M
- D. PURPOSE OF THE PROJECT
1. The Town of Wakefield is looking for a video recorder system to maintain a 24/7 surveillance option to provide for added security around the interior and exterior Town Hall. This building houses the Town Administrator, Selectmen’s office, Town Clerk, Tax Collector, Finance Clerk, Welfare, Assessor, Building and Code Departments. We are currently seeking 4 interior cameras and 4 exterior cameras, but are open to suggestions for placement of cameras.
 2. Some basic goals of this project include the ability to accurately identify persons and vehicles within camera range; the opportunity to download for 60-90 days if possible.
 3. No audio capability due to wiretap statute and privacy issues.
- E. TECHNICAL SPECIFICATIONS:
1. Base Requirements: The unit is expected to be capable of storing large amounts of high-definition video data. The unit is expected to be capable of retaining 60-90 days’ worth of data.
 2. The units are expected to be highly weather resistant and shielded to protect against electrical surge.
 3. Memory Storage and Transmission: accessible via cell phones and office computer.
 4. Installation: Chosen vendor will mount and install equipment.

F. PROFILE

Include the following with the submitted proposal:

1. Name, address, phone number, email address, and web site. The vendor must be licensed to work in the State of New Hampshire.
2. Include a cost proposal detailing equipment, personnel and all other costs associated with the project. Prices quoted must be valid for a minimum of 60 days from the close of this RFP.
3. Please list the warranty on the equipment and the cost of a service contract to maintain the equipment on a yearly basis.
4. Provide proof of insurance.

Any questions, please contact Town Administrator Dino Scala at 603-522-6205 ext. 307 or townadmin@wakefieldnh.com