BID SPECIFICATIONS
Town Hall Security System

Technical Scope & Vendor Requirements

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1 Project Overview

The Town of Meeker, Colorado, seeks a qualified vendor to provide a **turn-key security-camera solution** covering:

Facility	Address	Coverage
Town Hall	345 Market St.	All three interior floors & building exterior
Town Shop	111 3rd St.	Exterior
Water Load-Out Building	111 3rd St.	Exterior
Animal Shelter	111 3rd St.	Exterior
Police Evidence Bay	111 3rd St.	Exterior

The awarded contractor will supply all hardware, software licenses, installation services, configuration, training, and ongoing support necessary for a fully operational, modern video-surveillance platform.

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2 Solution Architecture & Security

Requirement	Minimum Standard
Cloud Architecture	Hybrid-cloud preferred; transparent upfront pricing.
Data Protection	End-to-end encryption (in transit & at rest).
Authentication	Single-Sign-On (SSO) integration and Multi-Factor Authentication (MFA).
User Management	>5 admin users; granular role & site-based permissions; temporary accounts; multiple email-domain login.
Warranty	≥5-year manufacturer warranty on all cameras and hardware (excludes legacy PTZ/older dome models).
Physical Ratings	IK08 or higher vandal resistance; IP66 or higher for outdoor units.
On-Board Storage	≥48 h full-quality video buffer per camera.
Retention & Archiving	30–365 days selectable retention plus unlimited cloud archiving (no expiry).
Recording Modes	Continuous & motion; adaptive quality (higher during motion, lower when static); audio capture enabled.

Night Performance	Integrated IR: ≥10 m (33 ft) standard, ≥30 m (98 ft) desirable; PTZ up to 100 m (328 ft).
Frame Rate	≥24 fps default.
Bandwidth Optimization	Ability to multiplex a single stream from cloud to 100+ concurrent remote viewers.
Encryption for Remote Access	Secure protocols only (HTTPS/TLS, SRTP, etc.).

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3 Monitoring, Analytics & Footage Management

Category	Mandatory Capabilities
24/7 Monitoring	Live video monitoring & verification by operations center; included in base cost.
Edge Analytics	People & vehicle detection, license-plate recognition, tamper alerts.
Search Tools	Region-based motion search; trajectory tracking; loitering detection; virtual line-crossing; hot-spot identification.
Heatmaps	Live & historical activity heatmaps.
Mobile Access	Full live view, search & analytics (iOS and Android).
Floor-Plan Integration	Upload floor plans, place cameras, display motion overlays.
Incident Workflow	Consolidate, annotate, and securely share footage; export in open standards (MP4/MKV/Other) without proprietary viewer.
Sentry/Auto-Zoom	Automatic zoom on detected subjects in large areas.
Alerting	Unified inbox; real-time alerts for POI/faces, crowding, system faults; delivery via email and/or SMS.
Sharing	Secure live or recorded-clip links for first responders or external stakeholders.

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4 Support & Maintenance

- **Technical Support:** 24 × 7 × 365 (phone, email, chat) at **no additional charge**, including weekends & holidays.
- **RMA:** Advance replacement at no cost for warranty issues.
- **Software Updates:** Continuous firmware & feature upgrades included.

5 Installation & Configuration Scope

- **Turn-Key Delivery** – Provide all cameras, mounts, conduit, additional cabling, licenses, and accessories.
- **Network Coordination** – Work with Town IT to integrate with existing networks.
- **Camera Setup** – Supplier to propose naming convention (building-location), frame-rate/compression balance, motion-detection thresholds, and confirm field-of-view with staff.
- **Documentation** – Supply detailed cut-sheets (manufacturer, model, specs), maintenance guidance, and warranty certificates.
- **Authorized Partner** – Bidder must be an authorized reseller/partner of the proposed platform.

6 Future Integration

System must be **open-API capable** for future integration with:
- electronic access-control (doors/gates),
- intercom/visitor-management solutions.

7 Training

Include proposals for **20 hours of on-site or virtual training** for **10 staff members**. (Vendors may recommend hours based on system complexity.)

8 Insurance & Compliance

The successful bidder shall maintain, for the project duration:
- Workers' Compensation coverage in statutory limits.
- General Liability insurance **≥ US $1,000,000** per occurrence.

Certificates of insurance shall be furnished prior to contract award.

9 Mandatory Site Visit

A **mandatory pre-bid site visit** will be held to give prospective vendors an opportunity to review building layouts, camera locations, and site conditions. Attendance is required for bid eligibility.

Date: Wednesday, August 6, 2025
Time: 11:00 am
Location: Town Hall – Main Entrance Lobby
Address: 345 Market Street, Meeker, CO 81641

Vendors must sign in at the start of the site visit. Failure to attend the mandatory visit will result in disqualification from the bidding process.

Bid Requirements & Evaluation

Bid Submission Checklist

☐ Executive summary and system overview.

☐ Compliance matrix addressing every requirement in Sections 2–5 (use "Comply / Partial / Not Compliant" with comments).

☐ Project schedule with key milestones.

☐ Detailed BOM with unit and extended pricing.

☐ Proof of authorized-reseller status.

☐ Three (3) relevant municipal references.

☐ Proposed training agenda.

☐ Signed acknowledgement of insurance requirements.

Evaluation Criteria

• Technical compliance & expandability.

• Total cost of ownership (hardware, licenses, support).

• Quality of references & vendor experience.

• Warranty & support terms.

• Project timeline and staffing plan.