Town of Warren
Scope of Work (SOW)
Municipal Building Security System

Project Overview
The Town of Warren seeks a comprehensive security system for the Municipal Building, including access control, video surveillance, and supporting hardware. The system will enhance safety for staff, visitors, and Town assets, while providing reliable, user-friendly operation.

Project Objectives
- Secure all entry and exit points with electronic access control
- Monitor interior and exterior areas with high-resolution cameras
- Provide real-time video analytics and remote access for authorized personnel
- Ensure a scalable, maintainable system for future needs
- Train Town staff in system operation and management

Scope of Services
1. **Access Control**
    - Single Door Controller
    - Standard Smart Readers
    - Access Cards
    - Request-to-Exit Devices and Plates
    - Recessed Door Contacts with Magnets

2. **Door Hardware & Locksmith Work**
    - Installation and servicing of locks (2 strikes, storeroom function)
    - Core installation and adjustments

3. **Video Surveillance**
    - Multisensor Cameras (with Dome, Mounts, Adapters)
    - Compact Dome Cameras (Interior)
    - Outdoor Minidome Camera with IR
    - Junction boxes, cables, connectors, and electrical materials

4. **Network & Infrastructure**
    - TrendNet 10-Port Unmanaged Switch and RJ45 SFP Adapter
    - Cabling and connectors for system integration

5. **Power Supply & Backup**

    - Interstate 12V/7aH Batteries for uninterrupted operation

6. **Installation, Programming & Training**
    - Licensed technicians install, program, and test all components
    - Staff training on system operation, monitoring, and troubleshooting

Deliverables

- Fully operational access control and video surveillance system
- Configured user access credentials and permissions
- User manuals and system documentation
- Staff training sessions
- Tested and verified system functionality

Project Schedule

- Project to commence upon contract award
- Installation, programming, and training completed within **6–8 weeks** of start

Vendor Qualifications

- Experience in municipal or commercial security system installation
- Licensed technicians and certified integrators

Submission Deadline

Proposals must be submitted by **Friday, May 1**.

Site Visits

Site visits are available upon request. Please contact the Town Administrator to schedule.

Contact for Questions:

Rebecca Campbell, Town Administrator
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