

WELLSPRING

WORSHIP CENTER

Wellspring Worship Center of Lebanon

Request For Proposals

1. Background & Project Information

- Project:
 - Security Camera Installation
- Company:
 - Wellspring Worship Center
- Address: 407 N. Main St., West Lebanon, NH 03784
- Contact Person: Tim Pillsbury (Associate Pastor), rfp@wellspringworship.org (603) 643-2700

Wellspring is a nondenominational church with about 300 weekly attenders both online and in-person. We received funding from the federal government through the State of New Hampshire for the 2020 Nonprofit Security Grant. As a church we want to be secure from incursion or attack while at the same time being welcoming and keeping our security system low-profile. We are located in West Lebanon, New Hampshire.

2. Project Goals and Scope of Services

We are looking for bids on the installation and maintenance of a 14-camera security system (5 exterior and 9 interior) and monitoring station. The locations of the cameras are already determined. The location of the monitoring station will be in our church offices. The award will be given to the firm with the lowest bid and/or is determined to be most advantageous to us. We are available for consultation or walkthroughs as necessary.

Tasks include but may not be limited to:

- Discreetly running wiring to all camera locations
- Working with Wellspring to determine appropriate cameras for each location.
- Installing cameras
- Installing a monitoring station
- Training staff on the use of the system
- Further updates / maintenance



3. Anticipated Selection Schedule

- RFP Issue date: May 12th, 2021
- Deadline for bidders to complete walkthroughs and submit questions: May 28th, 2021
- Wellspring responds to Bidder questions: June 4th, 2021.
- Contract award / notification of unsuccessful bidders: June 11th, 2021.

4. Time and Place of Submission of Proposals

The RFP will be posted on our website, www.wellspringworship.org/rfp, and may be downloaded from there. Please send submissions attached to an email to Tim Pillsbury, rfp@wellspringworship.org, clearly marked as "RFP Proposal".

5. Timeline

We want the cameras installed and operable as soon as possible, no later than October 1st, 2021.

6. Elements of Proposal

Please present, at a minimum:

- Total cost of the project with a breakdown for installation, equipment, ongoing maintenance, etc.
- A description of how the cameras would be monitored by us and any apps, tech, etc.
- A description of further services or integrations your company could offer.

7. Evaluation Criteria

We will select based on:

- Cost
- Timeliness of proposal
- Past record of good work
- Proven success with similar installations in the past
- Ability to install the cameras in a discreet manner.

8. Possible Roadblocks

We anticipate that the timeline of the project may be a roadblock, as well as our lack of a full-time maintenance person to maintain the system.

9. Budget

The budget for this project (which is available during the grant period, through August 31st, 2023), is \$20,000.

