

CITY OF UPPER SANDUSKY

MUNICIPAL OFFICES

**119 North Seventh Street
Upper Sandusky, Ohio 43351
Telephone 419-294-6769 Fax 419-209-0473**

City of Upper Sandusky

Computer-Aided Dispatch (CAD) System

Bid Specifications

October/November 2026

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Telephone 419-294-6769 Fax 419-209-0473**

NOTICE TO BIDDERS

The City of Upper Sandusky is now accepting sealed bids for the purchase of a Computer-Aided Dispatch (CAD) System. Bid forms and specifications are attached hereto.

Sealed bids will be received until 11:15 a.m. on Monday, October 26, 2026, at which time they will be publicly opened and read aloud. The City reserves the right to waive any informalities in the bids.

The Safety Committee and/or City Council reserve the right to reject any or all bids submitted and also reserve the right to accept the lowest and/or best bid most suited to the City's specific needs and resources.

The City of Upper Sandusky
Kyle McColly, Mayor

Bid Form for the Purchase of a Computer-Aided Dispatch (CAD) System

Dealer: _____

Representative: _____

Address: _____

Phone/Fax: _____

Email: _____

Have you complied with all of the bid specifications? Please circle. YES NO

Description of the proposed CAD system and its capabilities: _____

Manufacturer and Model of all proposed hardware: _____

Software features and functionality: _____

Mobile CAD access for police cruisers: YES or NO

Dispatch CAD functionality for one (1) dispatch position: _____

Ability to create, assign, update, and close calls for service: YES or NO

Ability to track officer status and unit availability: YES or NO

Mapping, GPS, and location tracking capabilities: YES or NO

Ability to maintain call history, incident reports, and searchable records: YES or NO

Compatibility with existing department technology and infrastructure: _____

Training for dispatchers and department personnel: _____ YES _____ or _____ NO _____

Warranty information and ongoing technical support: _____

Annual subscription, maintenance, licensing, or recurring fees: _____

Estimated implementation and installation schedule: _____

Any additional costs, requirements, or services associated with the proposed system: _____

Initial setup, programming, configuration, and installation costs: _____

Any additional charges, requirements, information, and/or explanations associated with the proposed equipment may be attached to this bid form.

TOTAL PURCHASE PRICE \$ _____

Signature: _____

Date: _____

Bid Specifications for a Computer-Aided Dispatch (CAD) System

EQUIPMENT REQUIREMENTS

The system will support the police department's dispatch operations and field personnel.

The requested equipment includes:

- Six (6) Police Cruiser Mobile CAD Units
- One (1) Dispatch Position CAD Workstation

BID REQUIREMENTS

Each bid should include, at a minimum:

- Description of the proposed CAD system and its capabilities.
- Manufacturer and model of all proposed hardware.
- Software features and functionality.
- Mobile CAD access for six police cruisers.
- Dispatch CAD functionality for one dispatch position.
- Ability to create, assign, update, and close calls for service.
- Ability to track officer status and unit availability.
- Mapping, GPS, and location tracking capabilities, if available.
- Ability to maintain call history, incident reports, and searchable records.
- Compatibility with existing department technology and infrastructure.
- Training for dispatchers and department personnel.
- Warranty information and ongoing technical support.
- Annual subscription, maintenance, licensing, or recurring fees.
- Estimated implementation and installation schedule.
- Initial setup, programming, configuration, and installation costs.
- Any additional costs, requirements, or services associated with the proposed system.

Vendors should identify any additional hardware, software, networking, or infrastructure requirements necessary for the system to operate properly.

SEALED BID SUBMISSION

Sealed bids must be submitted in an envelope clearly marked:

“SEALED BID – COMPUTER-AIDED DISPATCH SYSTEM”

BID OPENING

Sealed bids will be opened on:

Date: Monday, October 26, 2026

Time: 11:15 a.m.

Location: Municipal Building, 119 N Seventh Street, Upper Sandusky, Ohio 43351

Bids received after the deadline will not be considered.

The Safety Committee and/or City Council reserve the right to reject any or all bids submitted and also reserve the right to accept the lowest and/or best bid most suited to the City's specific needs and resources; and waive informalities or irregularities, request additional information or clarification from vendors, and select the proposal determined to be in the best interest of the City.

QUESTIONS AND BID INFORMATION

Questions regarding this request for sealed bids or requests for equipment specifications should be directed to:

Jared Lucas, Chief of Police

Upper Sandusky Police Department

Phone: 419-294-2324

Email: jlucas@uppersanduskypolice.org

Address: 120 North Seventh Street, Upper Sandusky, Ohio 43351