



Body Worn Camera and Backend Solution Request for Proposal

29 July 2010

TABLE OF CONTENTS

Section 1

Introduction.....3
General Information.....4
RFP Submittal Requirements.....5
Vendor Meeting7
Selection Process and Basis of Award.....7
Additional Criteria7
Summary of Important Dates.....8

Section 2

Scope of Services - Cameras.....9
Scope of Services – Storage Requirements10
Additional Information and Requirements11

Section 3

Standards.....13
Standards and Code References.....15

.....

Section 1

Introduction

City of Freeport

Request for Proposal

Body Worn Camera and Backend Solution

July 29th, 2010

The City of Freeport is soliciting proposals from firms with demonstrated experience in designing and maintaining body worn camera and backend server solutions

Qualified firms interested in performing such services should obtain the detailed Request for Proposal package (of which this legal notice is a part) from the City of Freeport website at <http://www.cityoffreeport.org>, Freeport Police Department page or by e-mail request to jdrehoble@freeportpd.com.

The closing date and time for receipt of proposals is Monday August 9th, 2010 at 1:00 p.m. prevailing time (CDT), after which time additional proposals will not be accepted.

General Information

The City of Freeport requests proposals to provide body worn cameras, and to provide a new or upgrade an existing storage system and to provide display client software.

Camera equipment from all qualified vendors will be considered providing that the equipment will offer good video resolution in both daylight and evening hours.

All questions and inquiries about this RFP are to be directed in writing by Email to:

James Drehoble
Operations Lieutenant
Freeport Police Department
320 W. Exchange St.
Freeport, IL 61032
Email: jdrehoble@Freeportpd.com

The inquiries about the RFP and our responses will be distributed to all participating companies by Email based upon the Email addresses supplied to the City by each prospective respondent.

RFP Submittal Requirements

Three copies of your proposal, including all attachments, shall be submitted to the office of the Operations Lieutenant (address above) in sealed envelopes and clearly marked "Body Worn Camera and Backend Solution RFP Response" **on or before 1:00 p.m. CDT on Monday August 9th, 2010.**

Any proposal received after this date and time will be refused and returned unopened.

Your response must be formatted correctly for your quote to be considered compliant with the requirements of this RFP. The following section, Proposal Preparation and Format, provides guidance that will allow you to quickly and clearly prepare your proposal.

Proposal Preparation and Format Requirements

The proposal contents shall be typed and presented in the following sequence to be compliant:

Cover Page

Table of Contents

Transmittal Letter

Provide a brief description of the firm with a list of the principals or officers

Scope of Services

Provide a detailed description of the proposed materials and services with any options. Present all data in a table format by including such information as:

Cameras

- Camera type
- Camera characteristics
- Anticipated viewing area for each camera
- A clear description of the vendor services

Indicate the employee who will be the Project Manager or Coordinator for this project.

Describe any customer responsibilities.

Proposed System Acceptance Criteria

In table format, submit a list of functionality that will be provided by the proposed system at the completion of the project. For example, this should include such items as:

Cameras

- Camera capabilities.
- Viewing area
- Setup

Acceptance tests

- Functional certification process
- Demonstration of camera resolutions and required data upload capabilities
- A demonstration of all camera functions in daylight and evening hours
- Storage and retrieval of camera data
- Calculation of storage time based upon actual camera data

Documentation package

- Equipment documentation
- As-built documentation

Warranty

- Continuing services provided during the warranty period

Pricing

Provide an itemized price list for all materials and services plus any options that are being proposed. This must include separate cost itemizations for installation, testing, and cost of equipment and materials to be installed. A sample form is included in Attachment 2 as a reference.

Requested Documents, Data and References

Provide the following information as an attachment to your proposal:

√ Experience: A description of relevant prior experience providing surveillance systems and installation services. The description must include a list of prior projects with a description of specific services provided during each project. These projects should be representative of the type of services your firm can provide to the City of Freeport.

√ Certifications or equivalencies: The employees that will be participating in the project and certification by the manufacturer of the equipment proposed for the project. Submit proof of training, as an attachment, or describe equivalent experience. Include a description of each person's certification with expiration date in this section of the bid. Attach any related certification information as an attachment to your proposal.

√ References: A reference list for at least three similar projects installed during the last two years for local entities. The list must contain a brief scope of work and the names and contact telephone numbers for each reference. A sample form is included in Attachment 1.

√ Subcontractors: A list of sub-contractors to be used on this project if applicable. Subcontractors are subject to the same requirements and reference information as the prime contractor.

Other Attachments

Equipment features sheet or other relevant technical materials relevant to this RFP should be included in your proposal as attachments.

Selection Process and Basis of Award

City staff will perform an evaluation of the proposals submitted by the vendor community. Appropriate finalist(s) may be interviewed by the City, after which the City will select the final vendor.

The City reserves the right to reject any or all proposals, to waive any informality or technical error and to accept any proposal deemed most favorable to the interests of the City.

The City will review proposals based on the following criteria (listed in no particular order):

1. Prior experience with video surveillance systems.
2. The ability of the firm to meet the technical requirements of the RFP.
3. Proposed cost and quality of the system, materials and installation services.
4. Overall quality, completeness and format of the proposal.
5. Customer and Trade References.

Additional criteria to be used include:

- The ability and skill of the firm to meet the requirements of the RFP and provide ongoing preventive and remedial service.
- The ability to provide the service promptly within the time specified without delay or interference.
- The character, integrity, reputation, judgment, experience and efficiency of the firm.

City of Freeport, Body Worn Camera and Backend Solution RFP

- The quality of the performance on previous contracts for materials and services.
- The previous and existing compliance by the firm with laws and ordinances relating to the firm's services.
- The financial resources and ability of the firm to perform the contract and provide the required services.
- The terms and scope of conditions attached to the proposal.

Summary of Important RFP dates:

RFP Issued:	Thursday July 29th, 2010
Vendor Meeting:	TBD.
Questions accepted until:	Friday August 6th, 2010
RFP due date:	Monday August 9th, 2010 1:00pm CDT
Selected Vendor's Presentation to the City Council of Freeport	TBD

Section 2

Scope of Services – Body Worn Camera System

This section contains the description of the body worn camera system required by the City of Freeport. No existing body worn camera systems are currently in use. The Police Department wants to begin using body worn cameras. We believe that body worn cameras will enhance our ability to accurately capture events as they occur and to assist in the prosecution of cases. Body worn cameras will also protect our department, city and officers from frivolous accusations.

Vendors may submit alternative approaches if they believe their proposed system will meet or exceed the capabilities described by this section.

Project Description

The City of Freeport is requesting a proposal to implement new body worn video cameras to be worn by our officers in the patrol division and selected other area of the department. Self contained cameras will be worn on the outside of the officer's uniform or be mounted on the inside of the windshield of a police vehicle. Vehicle mounting solutions should be included in your proposal. Our intention is to have these units worn full time by the patrol division. The video system must support a backend IP based retrieval system available to multiple users.

Camera Characteristics

Must be light weight, wearable on a police uniform, provide day and night video recording, and clear audio recording and simple user features.

Local Storage

We require local storage that will support thirty days of recording and be available online for thirty days prior to being archived onto a DVD. At the end of the media the video will automatically begin writing over the existing video starting with the oldest recordings. The system must allow for automatic, an un-attended archival backup and to allow downloading to CD/DVD for submission as evidence.

Display System and Access

The existing PC systems at the Public Safety building are believed to be adequate to support display software. Software shall be provided that will allow the viewing of video from a cameras' internal memory and allow the creation of an evidence CD/DVD.

Remote viewing of the stored video through a web based interface is desirable but not required. The person accessing the stored video shall perform system authentication.

The authority to access stored video shall be hierarchical in nature with a log showing users that have viewed and burned video to a CD/DVD.

The Freeport Police Department currently has PCs running Windows XP with the latest patches and upgrades.

System Warranty

The enhanced hardware and software shall be provided with:

- One year warranty with all patches and software upgrades.
- Include all utilities necessary for the proper operation of the system
- All licenses and product identification numbers

Proof of Concept

A thirty day test period for the equipment from the top two bidders is desired. We want to evaluate each platform to assess:

- Ease of use
- Camera functionality
- Video download capability
- Approach to evidence disk creation

Further Information and Assumptions

The City will assign a project manager as a single point of contact for this project. The project manager will assist with the coordination of City personnel, access and information that may be required to implement this project.

Proposal Response

Proposals must include a listing of all services to be provided by the vendor and any services or material that must be provided by the City.

Contractor must provide an itemized table based quote that shows materials and labor.

In your proposal address the following:

Warranty – Describe manufacturer and installer warranties that are provided as part of your proposal. Describe any required maintenance the system will require during the warranty period.

City of Freeport, Body Worn Camera and Backend Solution RFP

Repair and Maintenance services - Maintenance responsibilities and services with related costs should be described.

Schedule – Provide a proposed schedule for the work describing tasks and times.

Ownership of equipment - The proposal must indicate that the City will own all equipment and software upon acceptance of the completed installation.

Cost - The proposal must address initial capital costs for installation, required maintenance services, and any other related costs. Total costs must be itemized.

Section 3

This section contains the standards that pertain to a variety of technology related projects.

Standards

Facility Restoration

The Contractor shall be responsible for replacing or restoring to original condition any damage to floors, ceiling, walls, window, door, fixtures, furniture, building exteriors, mechanical and electrical systems, etc., caused by its personnel and operations. Any damage or disfiguration will be restored at the Contractor's expense. The Contractor shall be responsible for all out of service and damage claims billed by third parties for damage caused by the Contractor.

Engineering

Prior to installation, all plans and drawings must be submitted to the City for approval.

Labor and Materials

Unless otherwise specified, the contractor must furnish all labor, equipment, materials, wire and cable, conduits, outside plant, transportation, shipping, and supplies necessary to complete this project in a satisfactory manner in accordance with the plans, specifications and terms of this RFQ. All materials shall be shipped FOB distribution.

Tools and Test Equipment

The Contractor must supply, furnish, fabricate or otherwise provide all utilities, tools, installation equipment, and test equipment that are required or completing the installation

Permits and Approvals

The Contractor must apply for and obtain all permits and approvals from the City and any other regulatory agencies, and all building owners and managers. The Contractor will pay costs of these permits and approvals beyond those not waived by the City.

Access

The Contractor will have access to City buildings, including docks and elevators when and where available, in order to carry out the required work. Access to City buildings must be coordinated with the City project manager. The Contractor shall pay any costs associated with after hour's access to a facility.

Building Codes and Standards

The contractor must possess the equipment and all required licenses and authorizations necessary to complete the type of services required.

The Contractor is responsible for compliance with all Local, State and Federal codes. If there are violations of code, the Contractor must make corrections at no cost to the City.

Quality and Workmanship

Quality of work and neat appearance is a critical component of the completed installation.

Non-disruption

During installation, all reasonable precautions must be undertaken to prevent or minimize any disruption of or disturbance to City operations. Access to City facilities may not be impaired without the City's prior approval. The Contractor is responsible for insuring minimal disruption of any existing telemetry, telephone, video, SCADA systems, water tower systems and data communications' systems and networks. Planned outages shall be scheduled only with permission from the City.

Equipment Installation Guidelines and Requirements

Approval of the installation plan and procedures will occur most quickly if the guidelines and requirements presented below are adhered to. Exceptions to the rules will be considered, but will require supportive documentation.

As-Built Documentation

The Contractor will provide final "as built" documentation that includes:

- Specifications for cameras, computer systems and software.

Standards and Code References

The following standards and specifications apply to installed equipment in the locations as defined in the attached document.

Except as otherwise specified, materials must be new, must conform to industry standards, and must be Underwriter's Laboratories listed and labeled if applicable. Defective or damaged materials must be replaced or repaired prior to final acceptance in a manner that meets the approval of the City and at no additional cost to the City. In addition, the latest editions of the following standards are minimum requirements (when there are conflicts between codes and standards, the more stringent standards or codes shall apply):

- American National Standards Institute (ANSI)
- City of Freeport Codes
- Electronic Industries Associated Telecommunications Industry Association including but not limited to: EIA/TIA 567, 568, 569, 607, 72, 606
- Institute of Electrical and Electronic Engineers (IEEE)
- International Telecommunications Union (ITU)
- International Organization for Standardization (ISO)
- Internet Engineering Task Force (IETF)
- National Electric Codes (NEC®)

- National Fire Protection Association (NFPA)
- National Electronic Manufacturers Association (NEMA)
- Rural Electrification Association Standards (REA)

Installation Standards for Customer Premise Equipment

- All elements of the system installation shall conform to local building codes.
- The City shall be allowed to attach technically compatible equipment without abrogating any warranties of the bidder.
- To the extent possible, the system shall be assembled and wired prior to delivery.
- The system shall be tested and adjusted to the maximum extent possible before shipment.
- Upon completion of the system's installation and prior to acceptance by the City, all equipment shall be thoroughly cleaned and made free of extraneous bits of installation materials, wire, etc., by the contractor. Debris resulting from the installation shall be removed from all areas and be disposed of by the contractor.
- Prior to acceptance testing, the bidder shall certify to the City that all system hardware and features provided in the system have been thoroughly tested to ensure that no mechanical or electrical problems exist and that all system features are functional.
- The contractor shall not interfere with existing telephone, video, and data service in any fashion without City permission.
- The bidder shall provide an acceptance checklist to be approved by the City.

Category 5e Component Specifications

We prefer that all Ethernet cabling be Category 6 rated. All Ethernet cabling shall be rated no lower than Category 5e. This shall include cabling such as patch cables and building cabling. This cabling shall meet or exceed the following minimum specifications:

The conductors shall be tightly twisted into individual pairs and shall meet or exceed the electrical specifications for the Category 5e standard.

The standards for all Category 5e cabling shall include:

UL® verified for TIA/EIA 568-B electrical performance

UL® and c (UL®) listed for fire safety

Attachments

The information in the following attachments must be provided as indicated and returned as part of the price proposal:

1. Sample form for references.
2. Sample Price Proposal form

Exhibits

- A. Terms and Conditions

ATTACHMENT 1

Return with Quote

CUSTOMER REFERENCES

Bidder Instructions: Each contractor shall provide no less than three references for the installation of body worn camera systems and backend solution that demonstrates the skills bidder has proposed in the response to this RFP.

MANDATORY INFORMATION

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

BUSINESS: _____
ADDRESS: _____
CONTACT PERSON: _____
PHONE NUMBER: _____
APPROXIMATE DATE: _____

ATTACHMENT 2

Price Proposal

This document is an example of the required table based price proposal that must be submitted:

VENDOR NAME:

Camera System

# of Cameras	Material Cost per Unit	Labor Cost per Unit	TOTAL Guaranteed Maximum Price per Unit
Up to 25	\$		\$
Total Cost			\$

Maintenance Services for one year

\$ _____

Place a detailed bill of materials on a separate form.

Server Equipment, Software and Services

Equipment	Material Cost per unit	Labor/install Cost	TOTAL Guaranteed Maximum Price
Server/Client software for up to 25 units	\$		\$
	\$		\$
	\$		\$
Total Cost			\$

Maintenance Services for one year

\$ _____

Place a detailed bill of materials on a separate form.

EXHIBIT A

**CITY OF FREEPORT, ILLINOIS
INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. Insurance Services Office Commercial General Liability Occurrence Form CG 0001 (Ed. 11/85) with the City of Freeport named as additional insured; and
2. Owners and Contractors Protective Liability (OCP) policy (if required) with the City of Freeport as insured; and
3. Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

B. Minimum Limits of Insurance

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be twice the required occurrence limit. Minimum General Aggregate shall be no less than \$2,000,000 or a project/contract specific aggregate of \$1,000,000.
2. Workers' Compensation and Employers' Liability: Workers' Compensation coverage with statutory limits and Employers' Liability limits of \$1,000,000 per accident.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, agents, employees, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim administration, and defense expenses.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. **Workers' Compensation and Employers' Liability Coverage**

The insurer shall agree to waive all rights of subrogation against the City, its officials, agents, employees, and volunteers for losses arising from work performed by Contractor for the City.

2. **All Coverages**

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled, reduced in coverage, or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Best's rating of no less than A-, VII, and licensed to do business in the State of Illinois.

F. Verification of Coverage

Contractor shall furnish the City with certificates of insurance naming the City, its officials, agents, employees, and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause, in a form acceptable to the city. :

G. Subcontractors

Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

H. Assumption of Liability

The contractor assumes liability for all injury to or death of any person or persons including employees of the contractor, any subcontractor, any supplier, or any other person and assumes liability for all damage to property sustained by any person or persons occasioned by or in any way arising out of any work performed pursuant to this agreement.

I. Indemnity/Hold Harmless Provision

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the City, its officials, agents, and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost, and expenses, which may in anywise accrue against the member, its officials, agents, and employees, arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may anywise result therefore, except that arising out of the sole legal cause of the City, its agents, or employees, the Contractor shall, at its own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same.

Contractor expressly understands and agrees that any performance bond or insurance policies required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep, and save harmless and defend the City, its officials, agents, and employees as herein provided.

The Contractor further agrees that to the extent that money is due the Contractor by virtue of this contract as shall be considered necessary in the judgment of the City, may be retained by the City to protect itself against said loss until such claims, suits, or judgments shall have been settled or discharged and/or evidence to that effect shall have been furnished to the satisfaction of the City.

Exhibit B

Terms and Conditions

1. Any contract or agreement resulting from the acceptance of this proposal by the City shall be on forms either supplied by or approved by the City's Legal Department, and shall contain, as a minimum, applicable provisions of this Request for Proposal. The City reserves the right to reject any agreement that does not conform to the Request for Proposal and any City requirements for agreements and contracts. Vendors should include any standard contract documents with their proposal.
2. If, through any cause, the firm fails to fulfill any of the obligations agreed to in a timely and proper manner, the City shall have the right to terminate the contract by notifying the firm in writing of such termination at least 15 calendar days in advance of such termination.
3. The City reserves the right to request clarification of information submitted and request additional information as needed.

4. General Contractor or Subcontractor Hold Harmless Agreement

The Contractor shall indemnify and hold harmless the Municipality its agents, and its employees from and against all claims for personal injury, property damage or stolen goods, including claims against the City, its agents, or servants, arising out of the Illinois Structural Work Act, and all losses and expenses, including attorney's fees that may be incurred by the City, defending such claims, arising out of or resulting from the performance of the work and caused in whole or in part by any negligent act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by the party indemnified hereunder. In any and all claims against the City or any of its agents, or servants by an employee of a Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation of benefits payable by or for the Contractor or subcontractor under Workers' Compensation Acts, Disability Acts, or their Employee Benefit Acts.

5. Insurance

All insurance policies obtained for the project shall include the City of Freeport and its duly authorized representatives as additional insured parties in accordance with Exhibit A, City of Freeport Insurance Requirements. All costs associated with meeting these requirements shall be considered incidental to the Contract.

6. The Contractor will be responsible for any damages, injuries, accidents, and claims resulting from, and or occurring during completion of specified services.

7. The Contractor will be responsible for transportation of all necessary materials to the job site (FOB Destination) and be responsible for insurance on all materials after initiation of job and until the point where the City accepts the completed system.