

Solicitation 174-9613

In-Car Mobile Video

City of Fort Lauderdale

Bid 174-9613 In-Car Mobile Video

Bid Number 174-9613

Bid Title In-Car Mobile Video

Bid Start Date In Held

Bid End Date Mar 12, 2007 2:00:00 PM EST

Question &
Answer End Date Feb 13, 2007 5:00:00 PM EST

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Description

The City of Fort Lauderdale is seeking proposals from qualified vendors, to provide In Car Mobile Video products and services to the City of Fort Lauderdale (City). The City of Fort Lauderdale Police Department has approximately 350 patrol vehicles, of which approximately 269 are intended to be outfitted with in car mobile digital video units within the next two years. The City prefers an integrated solution for the City's Police Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

Request for Proposal

174-9613

IN-CAR MOBILE VIDEO

**Opens: March 12, 2007
Prior to 2:00 p.m.**



City of Fort Lauderdale

***Issued for Police Department
by the Procurement Services Department***

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Proposal Signature Page (To be executed)

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PART I - ANTICIPATED RFP SCHEDULE

Release of RFP	Jan 26, 2007
Pre-Bid Meeting	Feb 9, 2007
Last Date for Receipt of Questions	Feb 13, 2007 (Prior to 5:00PM)
Anticipated Addendum Release, if required	Feb 15, 2007
PROPOSALS DUE:	Mar 12, 2007 (Prior to 2:00PM)
Evaluation Committee Review of Proposals and Short listing of proposers, if possible ESTIMATED DATE	Mar 27, 2007
Evaluation period/testing of Short Listed vendor's technology ESTIMATED DATE	May 7, 2007
Review of Clarifications and/or Oral Interviews and Final Ranking of proposers, if required ESTIMATED DATE	May 23, 2006
Anticipated City Commission Approval of Award to Highest Ranked Proposer. ESTIMATED DATE	June 19, 2007

Proposers should be aware that the City wishes to complete the RFP process and finalize a Contract Award in accordance with the schedule referenced in the RFP specifications.

PART II – INTRODUCTION / INFORMATION

1. PURPOSE: The City of Fort Lauderdale is seeking proposals from qualified vendors, to provide In Car Mobile Video products and services to the City of Fort Lauderdale (City). The City of Fort Lauderdale Police Department has approximately 350 patrol vehicles, of which approximately 269 are intended to be outfitted with in car mobile digital video units within the next two years. The City prefers an integrated solution for the City's Police Department, in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

2. ENVIRONMENT: The City's Police Department has approximately 350 patrol vehicles, approximately 300 of those vehicles are take home vehicles, the remainder are pool vehicles. Each vehicle is currently outfitted with a Trimble Placer 450 GPS unit and a Motorola VRM650 or 850 RF modem. The Motorola RF modem is used to communicate over the City Police Department's UHF Dataac 1.0 (RDLAP) system. The GPS unit does not connect to the laptop, it connects from its Radio port (COM1) directly to the VRM Aux port to send GPS coordinates and to receive GPS position interrogation and GPS cadence changes through the Motorola RF system. Over half of the vehicles are also equipped with a vehicle docking station with a port replicator and a Panasonic Toughbook laptop running Windows XP. In tandem with the in car video project all vehicles equipped with an in car video system will also be equipped with a docking station with port replicator and a Panasonic laptop. The models of laptops deployed include Panasonic models CF-29's with 1GB RAM. All laptops have a minimum of 30GB hard drive. It is planned to continue deployment with Panasonic Toughbook model CF-29's and CF-30's with a minimum of 1 GB RAM. All of the Toughbooks that will be used with the video project will have integrated 802.11g capability. The laptop connects from its serial port to the VRM COM port to communicate over the City Police Department's Motorola RF system. Radio-ip MTG application provides layer 3 IP capabilities over the City Police Department's RF system, thus the MTG client is also running on each laptop. The RF system is not intended to be used for video upload or streaming. The laptops are currently running Intergraph Public Safety I/Mobile MDT application to exchange information with the IPS CAD system and to perform FCIC/NCIC queries (i.e. VIN, License, and Tag checks).

3. VIDEO RETENTION GUIDELINES: The City of Ft. Lauderdale's video retention policy draft as of the writing of the RFP is summarized below.

- Video is not intended to be recording continuously; video will be recorded for all interactions with the public.
- All video will be kept for (3) three months online, and (1) one year available from archive.
- Video that is of evidentiary value is kept indefinitely and all video that is not classified as evidence or otherwise tagged for retention will be deleted after (1) one year.

4. ADDITIONAL INFORMATION: For information concerning procedures for responding to this RFP, technical specifications, etc., utilize the question / answer feature provided by RFP Depot at www.rfpdepot.com . Such contact shall be for clarification purposes only. Material changes, if any, to the scope of services or bidding procedures will only be transmitted by written addendum (See addendum section of RFP Depot Site). No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized themselves with the nature and extent of the work, and the equipment, materials, and labor required.

5. CONTRACTOR QUALIFICATIONS/ELIGIBILITY: In order to meet eligibility requirements for responding to this RFP, Proposers shall provide the City with credentials supporting their prior experience and expertise for the services requested, in accordance with the RFP specifications. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or their principals assigned to project, have successfully completed services, similar to those specified in the Scope of Services section of this RFP, to at least one City similar in size and complexity to the City of Fort Lauderdale.

6. CONTRACT TERM: The initial contract term shall commence on date of award and shall be for a (5) five-year period. The City reserves the right to extend the contract up to one (1) additional one (1) year period, providing both parties agree to the extension, all terms, conditions and specifications remain the same, and such extension is approved by the City.

Proposers should specify in their proposals whether the prices that they are proposing will be fixed for the first two years of the initial five-year term, and if the City can negotiate the pricing at any time if prevailing market conditions suggest that better pricing can be provided for products determined to be of equal or better quality/functionality.

In the event services are scheduled to end because of the expiration of this contract, the Proposer shall continue the service upon the request of the Procurement Director. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Proposer shall be compensated for the service at the rate in effect when this extension clause was invoked by the City.

7. COST ADJUSTMENTS: Prices quoted should be firm for the first two years of the initial five-year contract term unless prices decrease due to prevailing market conditions. Thereafter, years three to five of the initial contract period and any extensions which may be approved by the City shall be subject to the following: Costs for years three to five and any extension terms shall be subject to an adjustment only if increases or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor

Statistics, U.S. Dep't. of Labor, and shall not exceed five percent (5%).

The yearly increase or decrease in the CPI shall be that latest Index published and available for the calendar year ending 12/31, prior to the end of the contract year then in effect, as compared to the index for the comparable month one year prior.

Any requested adjustment shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective on the beginning date of the approved contract extension.

The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the Contract will be considered cancelled on the scheduled expiration date.

8. PRICING: All pricing MUST include inside delivery and be quoted FOB: Destination.

9. PAYMENT SCHEDULE: Payment schedule shall be negotiated as part of the contract.

10. APPROVED EQUAL OR ALTERNATE PRODUCT PROPOSALS: The Technical Specifications contained in this RFP are to be used as a reference only and are not to be considered of a proprietary nature. These specifications represent a level of quality and features which are desired by the City of Fort Lauderdale. The City is receptive to any product which would be considered by qualified City personnel as an approved equal.

The proposer must state clearly in their RFP response pages any variance to the specifications. If proposing an approved equal or alternate product, it will be the proposer's responsibility to provide adequate information in their response to enable the City to ensure that the response meets the required criteria. If adequate information is not submitted with the response, it may be rejected.

The City of Fort Lauderdale will be the sole judge in determining if the product proposed qualifies as approved equal. The City reserves the right to award to that response which will best serve the interest of the City as determined by the City. The City further reserves the right to waive minor variations to specifications and in the RFP process.

11. CONTRACT COORDINATOR: The City will designate a Contract Coordinator whose principal duties shall be:

- Liaison with Contractor.
- Coordinate and approve all work under the contract.
- Resolve any disputes.

Assure consistency and quality of Contractor's performance.
Schedule and conduct Contractor performance evaluations and document findings.
Review and approve for payment all invoices for work performed or items delivered.

12. WARRANTIES OF USAGE: Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

13. DELETION OR MODIFICATION OF SERVICES: The City reserves the right to delete any portion of this Contract at any time without cause, and if such right is exercised by the City, the total fee shall be reduced in the same ratio as the estimated cost of the work deleted bears to the estimated cost of the work originally planned. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Contractor and the City agree on modifications or revisions to the task elements, after the City has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Contractor will submit a revised budget to the City for approval prior to proceeding with the work.

14. ADDITIONAL ITEMS/DUTIES: The City may require additional items/duties of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the City prices on such additional items or duties based upon a formula or method which is the same or similar to that used in establishing the prices in his Bid. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

15. ACCEPTANCE TESTING: Final acceptance of the MVR system will be conditional upon performance during an acceptance test period which will be conducted during a period of up to 45 days after initial production deployment of the first 10 vehicles. The acceptance test period shall be used to determine that the Vendor and the system perform according to all specifications, terms and conditions contained in the contract. At the conclusion of the acceptance test period if the City decides that the Vendor and/or the system have not performed as contracted, the Vendor will be provided an opportunity to address the non-performing issues. If the vendor is unable or unwilling to address the issues according to the city's satisfaction, then the City will pay the vendor for agreed to services performed to that point and return the vendor's equipment at the vendor's expense.

16. PRE-BID CONFERENCE: There will be a pre-bid conference and/or site visit on February 9, 2007, 9:00AM at the Fort Lauderdale Police Department, 1300 West Broward Blvd., Fort Lauderdale, FL 33312, in the second floor training room.

It will be the sole responsibility of the bidder to inspect the City's facilities and systems prior to submitting a proposal. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a proposal will be considered evidence that the proposer has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

While attendance is not mandatory, it is strongly suggested that all bidders attend the pre-bid conference and/or site visit.

17. INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Contractor shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personal policies, tax responsibilities, social security, health insurance, employee benefits, purchasing policies and other similar administrative procedures applicable to services rendered under this Contract shall be those of the Contractor.

18. PROJECT MANAGER: The vendor will assign a project manager who will be the liaison between the city and the vendor and will be responsible for project activities such as development of a project plan and tracking of deliverables. The City shall reserve the right to request a new project manager.

PART III - CONSIDERATION FOR AWARD / AWARD PROCEDURES

The award of the contract will be based on certain objective and subjective considerations listed below to ascertain which Proposal best meets the requirements of the City. **The criteria stated below and associated point values will be used for the first evaluation to determine vendor short listing:**

Criteria	Weight Factor
1. Technical and Functional Requirements	
a. Evaluation of how well the vendor’s solution meets the City’s needs.	35
2. Company Responsiveness to RFP	
a. Total scope of services offered	20
b. Responses to overall proposal and compliance with submission guidelines	
c. Proposal presentation (completeness, organization, appearance, etc)	
d. Responsiveness to specified terms and conditions such as schedule of delivery, wireless benchmarks, “top 3” evaluation process requirements etc.	
e. Completeness and thoroughness of the technical data and documentation.	
3. Vendor Qualifications	
a. Experience with digital mobile video systems	20
b. Significant number of installed systems.	
c. Experience with similar agencies	
d. Agency Referral Ratings	
e. Participation in industry standards groups such as IACP for mobile video.	
f. Vendor financial stability (D & B report) to include latest audited financial report	
4. Warranty, Maintenance and Training	
a. Meets specified terms and conditions for warranty and maintenance	15
b. Evaluation of suggested/preferred Local Service Authorized Representative	
c. Training	
d. Meets specified terms and conditions for documentation	

5. Cost 10
- a. Vehicle equipment
 - b. Back end software and workstation licenses
 - c. Upload equipment
 - d. Project Mgmt and other services
 - e. Warranty and maintenance

EVALUATION OF PROPOSALS: Evaluation of proposals will be conducted by an evaluation committee of qualified City Staff, or other persons selected by the City. It will be a two step process. In step one the committee will evaluate all responsive proposals based upon the information and references contained in the proposals as submitted. The committee will score and rank all responsive proposals and determine a minimum of three (3), if more than three (3) proposals are responsive, to be finalists for further consideration. In the event there are less than three (3) responsive proposals, the committee will give further consideration to all responsive proposals received.

TOP THREE VENDOR SYSTEM EVALUATION PROCESS: In step two, the committee may then conduct testing of the vendor's system for evaluation purchases only. Prior to award, the City may select the top 3 ranking vendors for further evaluation. The evaluation of the system will include such items as the quality, reliability, and performance of the systems as evaluated by Police officers and other City staff.

The selected vendors will each be required to meet the following requirements:

1. Vendor must provide a complete video system of the exact configuration offered for the purposes of additional evaluation within 10 days of the request. This should include equipment for two vehicles, a server with the digital video management system, an archival device, and a removable media docking station. Each vehicle should be equipped to perform LAN, wireless, and removable media upload. The exceptions to the exact configuration requirement are that the server provided does not need to provide the expected production storage requirements, the archival device does not have to be sized for eventual production volume, and the vendor does not need to provide the backup device.
2. Vendor must provide 15 DVR units configured appropriately to be able to test simultaneous LAN and Wireless uploads in a test lab on a desktop, and a 2nd server with digital video management system installed.
3. Equipment provided by the vendor must be available for a period of up to 90 days.
4. Vendor must provide sufficient guidance or oversight for the local service shop to install the equipment in the vehicles per specified requirements.

5. Vendor must either setup the server and digital video management system or provide sufficient guidance and oversight to City Police Department technical staff to perform installation and setup.
6. Vendor must provide informal training for City Police Department staff to be able operate and evaluate the system.

Upload test environment

The 15 DVR units will be used to perform a benchmark of upload testing in a test lab environment, for both wired and wireless uploads. The upload testing components are not planned to be integrated with the City Police Department's network for upload testing. The City will provide three Cisco 1231G Access points configured with WPA-2 Preshared keys using Triple DES encryption, and an Ethernet switch. The access points will be connected to the switch which will connect to the vendor provided server connected with minimum 100Mbps port. Simultaneous uploads of various numbers of units and file sizes will be benchmarked with wireless uploads and with LAN uploads.

Oral Presentation

Proposers or Finalists may then be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call. The committee will then make a recommendation to the Fort Lauderdale City Commission for award.

The award of the contract will be based on certain objective and subjective considerations listed below to ascertain which Proposal best meets the requirements of the City. **The criteria stated below will be used by selection committee to evaluate the short listed vendors on submittal of RFP responses and of the evaluation of equipment by Police Officer's and other City staff. Associated point values are stated below, and will be used for the final evaluation to determine short-listed vendor to be recommended for award:**

Criteria	Weight Factor
1. Technical and Functional Requirements	
a. Evaluation of how well the vendor's solution meets the City's needs.	30
2. Company Responsiveness to RFP	
a. Total scope of services offered	15
b. Responses to overall proposal and compliance with submission guidelines	
c. Proposal presentation (completeness, organization, appearance, etc)	
d. Responsiveness to specified terms and conditions such as schedule of delivery, wireless benchmarks, "top 3" evaluation process requirements etc.	
e. Completeness and thoroughness of the technical data and documentation.	
3. Vendor Qualifications	
a. Experience with digital mobile video systems	15
b. Significant number of installed systems.	
c. Experience with similar agencies	
d. Agency Referral Ratings	
e. Participation in industry standards groups such as IACP for mobile video	
f. Vendor financial stability (D & B report) to include latest audited financial report	
4. Warranty, Maintenance and Training	
a. Meets specified terms and conditions for warranty and maintenance	10
b. Evaluation of suggested/preferred Local Service Authorized Representative	
c. Training	
d. Meets specified terms and conditions for documentation	
5. Cost	
a. Vehicle equipment	5
b. Back end software and workstation licenses	
c. Upload equipment	
d. Project Mgmt and other services	
e. Warranty and maintenance	
6. System Evaluation – Top 3 Vendor System Evaluation ratings	25
a. Officer evaluation	
b. City staff evaluation of entire system	

The City may require additional information and Proposers agree to furnish such information. The City reserves the right to award the contract to that Proposer who will best serve the interest of the City. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the bidding process.

The City uses a mathematical formula for determining allocation of cost points to each responsive, responsible proposer. The lowest, responsive, responsible proposer receives the maximum allowable points. Calculations are then done by the formula stated below.

2nd lowest cost minus lowest cost = X

X divided by lowest cost = Y

Y times the total number of cost points = Z

Total number of cost points minus Z = points assigned to 2nd lowest vendor and so on.

When using this formula, a proposer that submits a cost or fee which is two times greater than the cost fee of the lowest responsive, responsible proposer, will result in receiving zero points for cost.

PART IV - SPECIAL CONDITIONS

1. RULES AND PROPOSALS: The signer(s) of the proposal must declare that the only person(s), company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person(s), company or parties submitting a proposal; that it is in all respects fair and in good faith, without collusion or fraud; and that the signer of the proposal has full authority to bind the principal proposer.

2. VARIANCES: While the City allows Contractors to take variances to the RFP terms, conditions, and specifications, the number and extent of the variances taken will be considered in determining proposal responsiveness, and in allocating proposal evaluation points. (See Evaluation & Award, Part V)

3. SUB-CONTRACTING: In the event Proposer considers sub-contracting in the course of performing these services, that information shall be specifically detailed within the proposal response, and all requirements of the Proposer shall be applicable and required of the proposed sub-contractor, and be subject to the City's approval and acceptance. The City reserves the right to approve or disapprove of any sub-contractor candidate in its best interest.

4. INSURANCE REQUIREMENTS: The Contractor shall furnish proof of Worker's Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an "additional insured" with relation to General Liability and Automobile Insurance. Any costs for adding the City as "additional insured" will be at the contractor's expense.

1. Worker's Compensation and Employer's Liability Insurance

Limits: Worker's Compensation – Statutory 440.055
Employer's Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker's Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at www.fldfs.com.

2. Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage - \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for hazards commonly referred to as “explosion, collapse and underground”, exclusions – on contract contracts only.

3. Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person
	\$500,000 each occurrence
Property damage	\$100,000 each occurrence

4. Professional Liability Insurance

Limits: \$1,000,000 per occurrence; \$2,000,000 aggregate with defense costs in addition to limits.

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

In the event that you are the successful bidder, you will be required to provide a certificate naming the City as an “additional insured” for both General Liability and Automobile.

Certificate holder should be addressed as follows:

City of Fort Lauderdale
Procurement and Materials Management
100 N. Andrews Avenue, Room 619
Ft. Lauderdale, FL 33301

5. **INDEMNIFICATION:** Hold harmless/Indemnity Agreement

The Contractor agrees to protect, defend, indemnify and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, costs, changes or other expenses or liabilities of every kind including Attorney fees in connection with or arising directly or indirectly out of the work agreed to or performed. Without limiting for foregoing, any and all such claims, suits, etc., relating to personal injury, death, damage to property, defects in materials or

workmanship, actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder. The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expense related thereto.

6. SELLING, TRANSFERRING OR ASSIGNING CONTRACT: No contract awarded under these terms, conditions and specifications shall be sold, transferred, or assigned without the written approval of the City Manager, or designee.

7. ADDITION/DELETION OF SERVICES: The City may require additional services that may not be specifically listed in the RFP. The Contractor agrees to provide such services, and shall provide the City with prices on such additional items based on a formula or method that is the same as, or similar to that used in establishing the prices in this RFP. If the prices or Contractual terms offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors.

8. ADMINISTRATION OF CONTRACT: Overall performance under the resultant contract shall be supervised by the Finance Department. If at any time during the contract period, performance is deemed to be unsatisfactory, the Contractor upon notification by the City shall take such steps necessary to perform, as per specifications. If at any time, in the opinion of the City, there has been a breach of contract, the Contractor shall be notified and a hearing shall be set for a date within thirty (30) days of such notice.

At that time, the Finance Director and the Procurement Director, or their designees, shall hear the Contractor and City representatives. The City shall make a determination as to whether or not there have been a breach of contract, and shall direct what further action shall be taken.

If, in the determination of the City, a breach of contract exists the City may terminate the right of the Contractor to proceed under this contract or with such part or parts of the contract as are determined to be in default. The City may hold the Contractor liable for any damages caused to the City by reason of such default or termination.

In the event of a termination, any completed services performed by the Contractor under this Contract shall, at the option of the City, become its property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor shall not be relieved of any liability to the City for damages sustained by the City by reason of any breach of contract by the Contractor. The City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damage due the City from the Contractor is determined.

The Contractor shall not be held liable for damages under this Contract solely for reasons of delay, if the delay is due to causes beyond its control and without its fault or negligence, but this shall not prevent the City from terminating the Contract because of this delay.

9. MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION: It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

If a proposer is considered for award, he/she may be asked to meet with City personnel so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

9.1. Certification by Broward County, Florida: If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the general Conditions, then said awarded contractor/vendor will apply for certification by Broward County, Florida, Division of Equal Employment and Small Business Opportunity. Contractor/vendor will provide documentation of application status, and once approved or disapproved by Broward County, will also provide that documentation to the Procurement Division of the City of Fort Lauderdale.

Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal.

See General Conditions, Section 1.08 for MBE and WBE definitions.

10. SUBSTITUTION OF PERSONNEL: In the event the Consultant wishes to substitute any key personnel for those listed in his proposal, the City shall receive prior notice and shall have the right to review and approve such substitutions.

If the City has reasonable evidence to believe that an employee of the Consultant, working on City property, is incompetent, or has performed his or her employment in an objectionable manner, the City shall have the right to require the Consultant to resolve the situation to the City's satisfaction. However, the Consultant shall not be required to institute or pursue to completion any action if to do so would violate any law, statute, City ordinance, contract of employment, or union agreement.

11. CONFLICT OF INTEREST: Proposers are required to include a disclosure statement of any potential conflict of interest the firm may have due to other clients, current or former employees, contracts or interests associated with this project.

12. UNCONTROLLABLE CIRCUMSTANCES ("Force Majeure"): The City and Contractor will be excused from the performance of their respective obligations under this agreement when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, civil commotion, malicious damage, act or omission of any governmental authority, delay or failure or shortage of any type of transportation, equipment, or service from a public utility needed for their performance, provided that:

- A. the non performing party gives the other party prompt written notice describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- B. the excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- C. no obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure; and
- D. the non performing party uses its best efforts to remedy its inability to perform.

Notwithstanding the above, performance shall not be excused under this Section for a period in excess of two (2) months, provided that in extenuating circumstances, the City may excuse performance for a longer term. Economic hardship of the Contractor will not constitute Force Majeure. The term of the agreement shall be extended by a period equal to that during which either party's performance is suspended under this Section.

13. LOBBYING ACTIVITIES: Any Proposer submitting a response to this solicitation must comply, if applicable, with the City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance C-00-27 may be obtained from the City Clerk's office on the 7th Floor of City Hall, 100 North Andrews Avenue, Fort Lauderdale, FL 33301. The ordinance may also be viewed on the City's website at <http://fortlauderdale.gov/documents.htm>

14. VARIANCES: While the City allows Contractors to take variance to the RFP terms, conditions and specifications, the material nature, number and extent of variances taken will be considered in determining proposal responsiveness, and in the award of

proposal points. See SECTION 1.06 of General Conditions.

15. RFP DOCUMENTS: The Contractor shall examine this RFP carefully. Ignorance of the requirements will not relieve the Contractor from liability and obligations under this contract.

16. PROPOSERS' COSTS: The City shall not be liable for any costs incurred by proposers in responding to this RFP.

17. TRANSACTION FEES: The City of Fort Lauderdale uses RFP Depot (www.rfpdepot.com) to distribute proposals. There is no charge to vendors/contractors to register and participate in the solicitation process, nor will any fees be charged to the awarded vendor. Refer to www.rfpdepot.com for further information.

18. RECORDS, AUDITS: The accounts and financial records, with respect to the services performed under the Contract, shall be kept separate or identifiable from those relating to the Contractor's other activities. The Contractor shall, with reasonable prior notice, make available, during reasonable business hours, to the City's Representative or Internal Auditor for inspection and audit all records and files relative to this Contract. The Contractor shall maintain and make available such records and files for the duration of the Contract, including any extension terms plus two (2) years.

Such records shall be maintained, as an independent certified public accountant would need to examine in order to certify a statement of Contractor's operations according to generally accepted auditing standards.

19. PUBLIC ENTITY CRIMES: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

20. NEWS RELEASES/PUBLICITY: News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project shall not be made without prior City approval.

21. CONFIDENTIAL INFORMATION: See General Conditions, 3.15

22. GENERAL CONDITIONS: RFP General Conditions **Form G-107 Rev. 11/04**

(GC) are included and made part of this RFP.

23. BID SURETY: A bid surety in the amount of **5%** of the amount of the annual Performance Bond or an annual Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida shall be provided at the time of bid submittal. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder as soon as acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.

24. PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT: The Contractor shall, within fifteen (15) working days after notification of award, furnish to the City an annual Performance Bond or annual Unconditional Irrevocable Letter of Credit in the amount of 100% of the bid value as surety for faithful performance under the terms and conditions of the contract. If the bond is to be issued and maintained on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance bond. The Performance bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City and drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, they must have prior City approval of the requirements to draw against the Letter of Credit.

25. ESCROW: Contractor shall provide a copy of the Source code for the MVR system and back office applications to the City, either stored in the City's program libraries or deposited with an escrow agent, for example: Licensee shall have the right to become beneficiary to the Software Source Code Escrow Agreement.

PART V – MOBILE VIDEO RECORDING SYSTEM REQUIREMENTS

Technical and Functional Requirements

Other Requirements

1. Delivery Date

- 1. Please provide a specific time frame for initiation of back office installation and installation of first MVR vehicle systems, expressed relative to the contract execution date.**
- 2. Please provide specific time frame for delivery of features and functionality to be provided that are not currently part of standard shipping product.**

2. Installation

1. The City requires a local service shop based in Broward County to provide installation, warranty, and maintenance work. The local service shop must provide all service on the City's Police Department premises. The City recommends (not requires) the vendor negotiate an agreement with current local service shop performing vehicle technology (GPS and laptop and RF modem) service for the City Police Department. The contractor may select their own Broward County local service shop to negotiate an agreement. Service shop vendor will be evaluated and given points consideration, as part of this RFP.
2. Vendor to ensure enough staff available through the local service shop to install the number of requested vehicles each week to reach deployment target during the next two years. The City will provide 2 weeks notice prior to installations and will request a maximum of 15 units a week. The City may not request this number of units to be installed in any particular week, and is not committing to installing the total number of units stated in this RFP as it is an estimate.
3. Installations must meet specifications as described in "Technical and Functional Requirements – Equipment Installation".

3. Warranty and Maintenance

1. All components shall be warranted to ensure they are fit for their intended purpose under law enforcement agency usage for 1 year.
2. Maintenance includes parts and labor required to cover repair or replacement of all MVR system components that fail under law enforcement agency usage.
3. The vendor will provide pricing for maintenance for years 2, 3, 4, 5, and 6 in Exhibit C – Price Form.
4. All defective equipment shall be repaired or replaced with next day response, with a standard schedule of Monday – Friday with hours of 8am – 5pm. Maintenance provider to keep sufficient replacement or loaner parts on hand to ensure the vehicle's MVR

systems do not have to be down while waiting for MVR systems or individual components to be repaired or for replacement parts to arrive.

5. Vendor to provide adequate staffing to ensure that no vehicles will have malfunctioning equipment more than one entire working business day.
6. For warranty purposes, the warranty time begins with the initial installation of said equipment in the desired vehicle.
7. All warranty, maintenance, upgrades, and installations to be performed at the City Police Department's location.
8. The City requires the vendor to negotiate an agreement with the selected local service shop to provide installation, warranty, and maintenance work.
9. Vendor to providing regular training and certification for the selected local service shop to become an authorized service shop for the in car video vendor.
10. Annual retraining or as needed for local service shop to support product upgrades or changes to be included in warranty and maintenance coverage.
11. The cost of software and firmware updates to be included in warranty and maintenance coverage.
12. Installation of software and firmware updates to be included in warranty and maintenance coverage.
13. MVR system battery to be replaced under warranty if it does not support specified MVR recording times and upload times.
14. Wireless audio transmitter battery to be replaced under warranty if it does not meet specified talk times and standby times.
15. The city should not be required to pre-pay to qualify for multi-year maintenance terms.
16. Vendor is responsible for all shipping and handling of parts.
17. Vendor to provide back office support for their applications via a secure remote access means such as WebEx.
18. Vendor to provide a 24 hour technical support hotline for Digital Video Management application or database system failure with a 4 hour response time for after hours and weekend support.
19. The City may negotiate for additional contingency maintenance services.
- 20. Please provide a documented change control process for change control management.**
- 21. Please provide a documented issue resolution process, including definitions of issue classifications.**
- 22. Please provide any exclusion of parts, labor or other cost items from maintenance coverage.**

4. Training

1. Vendor to provide an End Users class to "train the trainer" on the use of the MVR vehicle system and the use of the workstation client to access uploaded video for viewing and DVD requests at the City Police Department's site.
2. Vendor to provide system administrator class at the City Police Department's site to cover all aspects of the system in detail.

3. Vendor to provide training as required certifying the local service shop to become an authorized service shop for the MVR vehicle system. Annual recertification training to be included in warranty and maintenance coverage.
4. Trainers must be experienced instructors who are thoroughly familiar with all technical aspects of the system.
5. **Please provide a course syllabus for each class to be provided.**

5. Documentation

1. Vendor to provide 5 hard copies as well as electronic versions of all requested documentation.
2. Vendor to include documentation for procedures for regular maintenance of MVR vehicle system components.
3. Vendor to include documentation for procedures for regular maintenance of MVR system back office application and database.
4. Vendor to provide documentation of system as installed and configured, in MS Word and/or Visio format which is editable by the customer. Information in the document including but not limited to:
 - a. System architecture and Network diagram
 - b. Identification of all vehicle equipment and the physical configuration
 - c. All configurable system parameters
 - d. All application and database passwords.
5. Written installation instructions tailored for the City's specific configuration.
6. MVR vehicle system User Manual
7. Workstation User Manual
8. System Administrator manual including instructions covering the change of all configuration settings.
9. **Please provide a list of documentation to be provided.**

6. Admissibility of Evidence

1. Vendor must be able to provide a White Paper establishing that its technology has undergone rigorous field testing by an independent and relevant scientific body. The White Paper would form the basis of a defense to any scientific challenge mounted under Frye or Daubert.
2. **Vendor must be able to provide an expert witness to testify in a court of law, to support court cases utilizing video from their MVR system, at a reasonable fee. Please specify your hourly rate for expert witness testimony.**

7. Back Office Components

The City shall provide servers and storage devices on which to run the Digital video management software and to manage videos in active and archival storage.

These components shall include servers which may be clustered, with fabric attached SAN storage, a tape device and Veritas software for backup, an archival storage device, and an automated DVD burning and labeling device.

1. Vendor shall install and configure the digital video management software, database,

workstation software and any other required back office software to work on the city provided servers, backup device and archival device.

2. **Please identify any constraints, equipment specifications, or additional software purchases required in order to ensure interoperability with their applications.**
3. **Please provide recommendations for an enterprise class archival storage device.**
4. **Please identify storage space required by the proposed applications and database in addition to storage required for active storage of video. These components will be installed and configured by the City prior to vendor installing the digital video management system.**

Digital video management system must work with above specified components to perform:

1. Backup of digital video system server and digital media assets.
2. Automated transfer of digital assets to and from archival device. Restore of a video file from archive should be at a file level and not require a complete file system restore.
3. Automated delete of files that have exceeded archival retention (if not otherwise flagged for retention) from tape archive if rewriteable media used for archival; automated identification and notification of media that has exceeded the archival retention period if read-only media.
4. Automated burn and label of DVD of videos that meet specified administrative requirements or are requested through the Digital video management software.
5. Other functionality as specified in Technical and Functional Requirements.

8. Uploads

The City plans to utilize wireless, LAN, and removable media uploads. Wireless will be the preferred upload mechanism but will be utilized only to the extent that uploads are satisfactorily handled. LAN will be used for upload for the majority of remaining vehicles. Removable media will be used as needed to accommodate heavy users of video. Benchmark testing will be performed on all three upload mechanisms in order to help determine initial allocation of upload mechanisms across vehicles.

8.1 Wireless Vehicle upload stations

The City requires Cisco equipment for the fixed portion of wireless infrastructure (Access points). The vendor shall work with a Cisco representative to identify a local resource to perform a site survey to identify the number and location of access points as well as the specific model of access points to minimize wireless upload times. The City recommends using a local Cisco representative in tri-county area (Dade, Broward, Palm Beach), with whom the City has worked with in the past, to identify the local resource.

The City to review and approve network design and equipment list, end of life components are not acceptable. Access points must support Power over Ethernet (POE). Vendor to contract with a local resource to purchase, install, and configure/tune the wireless access points. The City will be responsible for running Ethernet and power to all wireless access points. Vendor will be responsible for meeting wireless upload time benchmarks as a part of final acceptance of the system.

8.1.1 Please identify the minimum baseline time the vendor is willing to commit to for completion of simultaneous 802.11g wireless upload of 1 GB of video data each from 15 cars in 3 locations. Please also identify any additional constraints or conditions under which the throughput test will be conducted. Baseline time to be defined by the number of minutes it takes for all 15 vehicles to successfully complete the upload.

8.2 LAN Vehicle upload stations

The City will be responsible for running Ethernet to all LAN upload station locations. Vendor to identify wiring or other requirements the City must meet in order for vendor to install LAN vehicle upload stations.

8.3 Removable media upload stations.

The City will require several removable media upload stations.

PART VI – VENDOR QUALIFICATIONS AND RESPONSE REQUIREMENTS

1. Vendor Qualifications:

1.1 Vendor experience with digital mobile video systems

Vendor should have deployed digital mobile vehicle systems at multiple law enforcement

agencies.

1. Please identify the number of law enforcement agencies with currently deployed mobile digital systems provided by the vendor.
2. Please identify approximate total number of mobile digital video units provided by the vendor, which are currently deployed at law enforcement agencies.
3. Please identify the date of deployment at a law enforcement agency of the first mobile digital system provided by the vendor.
4. Please identify the generation/version of product being quoted and the initial ship date of this version of system. Products released during the time frame of this RFP that are new versions of previously shipping and deployed products are acceptable.
4. Please identify the initial ship date of the prior version of product.
5. Please identify when the next generation of product is expected to ship.
6. Please elaborate on the product roadmap.
7. Please describe participation in industry groups for mobile video technology.

1.2 Vendor ability to provide long term support for the system

1. How long does support continue for previous product versions?
2. How will the company handle deployments and backwards compatibility if a new generation of product is released midway through a multi-year deployment?
3. Please provide a copy of the company's latest audited financial reports.
4. **Note:** The City may run a D&B or LexisNexis report on the vendor.

1.3 Vendor experience with similar agencies

Vendor should have clients that have purchased and implemented in car mobile digital solutions for a minimum of 6 months of field operation. Such deployments should be a minimum of 25 vehicles.

1. It is desired to have references for law enforcement agencies with different types of upload (LAN, Wireless, removable media). Law enforcement agencies with greater than 100 vehicles deployed are of particular interest.
2. Please provide references for at least three law enforcement agencies, including those with the largest number of deployed units.
3. Please provide all the information in "Exhibit B – Referral list" for each of the references.

2. Response Requirements:

2.1 Format

1. Response to Technical and Functional Requirements – "Exhibit A" – to be provided in Microsoft Word format on CD or DVD.
 - a. The vendor must respond to all items listed in Exhibit A - Technical and Functional requirements. The vendor must indicate one of "YES-Standard", "YES-Custom", or "NO" for each numbered item. The "Comments and

Explanation” area should be used to answer questions posed in the RFP, or to elaborate on any answer provided by the vendor.

- i. **YES – STANDARD** : Any Technical or Functional Requirement item answered “YES Standard” means the feature is part of standard shipping product or is a standard product option as delivered.
 - ii. **YES – CUSTOM** : Any Technical and Functional requirement item answered “YES Custom” means there is some amount of product customization (hardware or software) required beyond that normally performed by the customer with the administrative tools provided by the vendor. Any item answered “YES Custom” should also be included in future product releases as standard product, or explicitly identified in the RFP response as not being included as standard product in future releases.
2. Response to Other Requirements
 - a. The vendor must respond to all items listed in the Other Requirements section by providing requested information and noting any exception(s).

2.2 Pricing and Quote

1. Vendor to provide pricing and line item breakdown of pricing for a ‘turn-key’ system, exclusive of the following items:
 - a. The City to purchase the backend server, backup and archival devices.
 - b. The City responsible for supplying Ethernet and power to LAN docking stations and wireless access points.
2. All pricing MUST include inside delivery and be quoted FOB: Destination.
3. Vendor to provide breakout of costs according to “Exhibit C – Price Form”. Items that do not have a separate cost listed must be indicated as “Included” if the item is included but the cost is not broken out separately, or “NA” if the item is not included in the vendors quote.
4. All prices to include detailed description including manufacturer name, part number, description, quantity with unit cost and qty cost.
5. Vendor shall provide pricing for all items answered “YES – Standard” or “YES - Custom” in this proposal. If item is not already accommodated on the price form then the item should be added to the form.
6. Vendor to provide pricing for any additional hardware, software, or services for all items answered “YES - Custom” or “YES- Standard” or described in the “Comments and Explanation” section of any RFP specification. This includes but is not limited to pricing required for codecs to view each available option of recording format, extra illuminated LED on the dashboard, all required recording triggers, all identified hardware and software interfaces such as I/Mobile and GPS unit, automatic mute of the AM/FM radio speakers, LAN upload port on the vehicle, workstation licenses and codecs, specified DVMS reports, etc.
7. Any item answered “YES - Standard” means the feature is part of standard shipping product or is a standard product option and must be included in cost of the system.
8. Any item answered “YES - Custom” must include price for all additional hardware, software, or services as well as **a time frame for delivery** after contract execution.

9. If there are specific items answered “YES – Custom” that are not available when initial installations begin, vendor to upgrade units at no additional cost to the city.
10. Any product customization required beyond that normally performed by the customer with the Administrative tools provided by the vendor must be specifically identified and any associated costs also identified.
11. Any items included in the system delivered to the City should be incorporated as part of the standard system, available in future releases. Please identify any items answered as “YES - Custom” that will NOT be included as a standard feature in future releases.
- 12. Vendor to include recommended spare parts list.**
- 13. Vendor to provide information and terms regarding quantity discounts.**
- 14. Vendor should specify whether the prices that they are proposing will be fixed for the first two years of the initial five-year term, and if the City can negotiate the pricing at any time if prevailing market conditions suggest that better pricing can be provided for products determined to be of equal or better quality/functionality.**

3. Price Form

Refer to “Exhibit C – Price Form”.

PART VI – VENDOR QUALIFICATIONS AND REPOSE
REQUIREMENTS – TABS SECTION

The following requirements should be responded to in your proposal in concise narrative form. Each issue should be referenced by tab and be presented in the following order:

Tab 1: Letter of Interest / Cover letter / Required forms

This letter will summarize in a brief and concise manner, the proposer's understanding of the scope of work and make a positive commitment to perform the work required for this contract. This section should also include the fully executed PROPOSAL SIGNATURE PAGE, NON-COLLUSION STATEMENT and BID SURETY (bid bond, postal money order, cashers check, or irrevocable letter of credit).

In the event that you are successful bidder, you will be required to provide an Insurance Certificate as per Part IV – Special Conditions, Section 4 and Performance Bond/Irrevocable Letter of Credit per Section 24.

Tab 2: Company Profile

Provide legal name, address, telephone number, fax number, toll free number, e-mail address, web page address of the proposer, together with legal entity (corporation, partnership, etc.). If proposer is a corporation, provide certification from your states Secretary of State verifying proposer's corporate status and

good standing, and in case of out-of-state corporations, evidence of authority to do business in the State of Florida.

Provide hours of operation, years in business, state whether the firm is local, regional or national; provide addresses and phone numbers for headquarters and other relevant offices if applicable; if applicable, provide a statement concerning the proposer's status as a minority or women owned business enterprise. In case of a sole proprietary or partnership, the Social Security numbers for all owners may be requested during the Committee review process. If submitting as a joint venture, submit a copy of joint venture agreement including the financial agreement between the parties and the percentage of participation of the parties, if applicable.

Tab 3: Disputes, Litigation and Defaults

Applicant shall disclose the results, including amount of settlement, if any, for all prior litigation, arbitration, mediation or other claims involving the applicant or any of their consultants for a period of five years, with the submission of this proposal.

Tab 4: PART V - Technical and Functional Requirements

Other Requirements – Please respond to each section by answering specific questions stated in the section (**items in bold**), or if not a question (items not in bold) please respond that you understand and agree to the statements with “YES”. If you have any variances to the listed sections below or cannot provide requirement please identify them with a “NO” and why:

- i. Delivery Date (1,2)
- ii. Installation (1,2,3)
- iii. Warranty and Maintenance (1-22)
- iv. Training (1-5)
- v. Documentation (1-9)
- vi. Admissibility of Evidence (1-2)
- vii. Back Office Components (1-4); Digital Video Management System (1-5)

viii. Uploads (8.1, 8.1.1, 8.2, 8.3)

Tab 5: PART VI – Vendor qualifications and response requirements

Please respond to each question under PART VI, Section 1. Vendor Qualifications:

1.1 Vendor experience with digital mobile video systems (1-7)

1.2 Vendor ability to provide long term support for the system (1-4)

1.3 Vendor experience with similar agencies (1-2); Item 3 requires vendor to respond to **“Exhibit B”** – Referral list for each of the references. Provide hardcopy and CD or DVD in Microsoft Word format.

Please respond to each question under PART VI, Section 2. Response Requirements:

2.1, Item 1. **“Exhibit A”** –Vendor Response to Technical and Functional Requirements. Provide hardcopy and CD or DVD in Microsoft Word format

2.2 Pricing and Quote, Items (1-14) Please respond to each item by answering specific questions stated in the section (**items in bold**) or if not a question please respond that you understand and agree or can comply by “YES” to the statements or do not agree and or can comply with a “NO” and why.

Please respond to each question under PART VI, Section 3. Price Form:

“Exhibit C” – Price Form should be submitted in hardcopy and CD or DVD in Microsoft Word format.

Tab 6: Subcontractors

Identify the extent and nature of any anticipated outside support (this includes the local vendor(s) you will have process the installations. List the name(s) of the firms, address, contact information, summary of their experience and nature of work they will be performing under the contract. NOTE – their cost must be included in your proposal costs submitted in this RFP in Exhibit C – Price Form.

Tab 7: Financial Information

Submit a copy of your latest Annual Financial Report as attested to be your external Certified Public Accountant. A copy of the firm’s Dun and Bradstreet rating or LexisNexis rating for the last two years should also be provided (if

available). Include information as to current or prior bankruptcy proceedings, if any. If the Proposer is deemed to be financially unstable by the City's Finance Director or designee, the City may deem the proposal to be non-responsive.

PART VII – COST REQUIREMENTS OF THE PROPOSAL

Please respond to Exhibit C - Price Form. Proposer should supply both hard copy and electronically on CD-Rom.

All proposals must be submitted as specified on the proposal response format as stated in PART VI - VENDOR QUALIFICATIONS AND RESPONSE REQUIREMENTS – TABS SECTION. Any attachments must be clearly identified. To be considered, the proposal must respond to all parts of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. If publications are supplied by a proposer to respond to a requirement, the response should include reference to the document number and page number. This will provide a quick reference for the evaluators. Proposals not providing this reference will be considered to have no reference material included in the additional documents.

The proposal shall be signed by a representative who is authorized to contractually bind the Contractor.

PROPOSERS MUST SUBMIT AN IDENTIFIED ORIGINAL COPY PLUS SEVEN (7) COPIES OF THE PROPOSAL PAGES INCLUDING ANY ATTACHMENTS

THE ABOVE REQUIREMENT TOTALS EIGHT (8) COPIES OF YOUR PROPOSAL

ALL PROPOSALS SHALL BE DELIVERED PRIOR TO 2:00 P.M. EST, ON OR BEFORE March 12, 2007 TO:

City of Fort Lauderdale, Florida
Department of Procurement Services
100 N. Andrews Avenue, Suite 619
Fort Lauderdale, FL 33301

ALL PROPOSALS MUST BE SUBMITTED IN A SEALED PACKAGE WITH THE RFP NUMBER, RFP TITLE AND DUE DATE CLEARLY MARKED ON THE OUTSIDE. IF MORE THAN ONE PACKAGE IS SUBMITTED THEY SHOULD BE MARKED 1 OF 2,

ETC.

City of Fort Lauderdale

GENERAL CONDITIONS

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:

- 1.01 **BIDDER ADDRESS:** The City uses automated vendor address lists that been generated for each specific Commodity Class item through our bid issuing service, RFP Depot. Notices of Invitations to Bid (ITB'S) are sent by e-mail or fax to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with RFP Depot in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact RFP Depot. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 **DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 **PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 **TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 **BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 **VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 **NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 **MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

- 1.09(a) **CERTIFICATION BY BROWARD COUNTY, FL:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, *Division of Equal Employment and Small Business Opportunity*. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Procurement Services Department of the City of Fort Lauderdale.

Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 **BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:
INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.
REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.
BID – a price and terms quote received in response to an ITB.
PROPOSAL – a proposal received in response to an RFP.
BIDDER – Person or firm submitting a Bid.
PROPOSER – Person or firm submitting a Proposal.
RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.
RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.
FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.
SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.
CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.
CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.
CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.
The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

PART III BIDDING AND AWARD PROCEDURES:

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination, freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.
- 3.04 **TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 **WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 **APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 **MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Division immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 **MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 **SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 **LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.

- 3.11 **BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 **USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 **QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 **BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 **PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.
- 3.15 **PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.16 **RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.
- If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.
- 3.17 **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

PART IV BONDS AND INSURANCE

- 4.01 **PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face

amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE: If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an **ADDITIONAL INSURED** and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

PART V PURCHASE ORDER AND CONTRACT TERMS:

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES: Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
 - All City Departments being advised to refrain from doing business with the Bidder.
 - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING: The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS: All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- 5.04 ASBESTOS STATEMENT: All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES: If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE: No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR: The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.

- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT: The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE: The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS: The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT: The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES: The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES: The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION: There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES: If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.
 2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
 3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 **ELIGIBILITY: If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.**
- 5.18 **PATENTS AND ROYALTIES: The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.**
- 5.19 **ASSIGNMENT: Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.**
- 5.20 **LITIGATION VENUE: The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.**

BID/PROPOSAL SIGNATURE PAGE

How to submit bids/proposals: It is preferred that bids/proposals in hard copy be mail. If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

Please Note: If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: _____
(signature) (date)

Name (printed) _____ Title: _____

Company: (Legal Registration) _____

CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).

Address: _____

City _____ State: _____ Zip _____

Telephone No. _____ FAX No. _____

E-MAIL: _____

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): _____

Payment Terms (section 1.03): _____ Total Bid Discount (section 1.04): _____

Does your firm qualify for MBE or WBE status (section 1.08): MBE WBE

ADDENDUM ACKNOWLEDGEMENT - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No.

Date Issued

VARIANCES: State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation.

Variances:

NON-COLLUSION STATEMENT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and *free* from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.

NAME

RELATIONSHIPS

In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.

Exhibit A – Technical and Functional Requirements

Definitions

Digital Asset: Recorded video, audio, and associated metadata.

Type 1 Digital Asset: A duplicate recording that has been recorded that does not contain the chain of custody evidence and support.

Type 2 Digital Asset: A duplicate recording that has been created that passes the applicable integrity, consistency, and authenticity checks. The record contains all chain of custody evidence and support.

MVR System: Mobile Video Recording System which includes all hardware and software for recording audio/video in the vehicle, uploading to the storage server, and managing the digital assets throughout their lifecycle.

MVR Vehicle System: The components of the MVR system which are installed in the vehicle.

Recorder: The component which performs the recording to digital media. The Recorder controls may be referenced which are accessible on the laptop performing video monitoring.

Digital Video Management software: The application which manages video in the back office.

FLPD: Fort Lauderdale Police Department

YES – Standard: This feature or capability is part of the vendor’s current product offering as a standard feature or an available standard option and is included in the cost quoted.

YES - Custom: This feature or capability is not part of the vendor’s current product offering, but can be provided to FLPD as described. Vendor will need to identify all additional costs as well as schedule implications. Vendor must provide a date for implementation of the custom items and also commit to including all items identified as “YES – Custom” as part of the standard product in future releases.

NO – The feature or capability is not available from this vendor. Alternative solutions may however be described by the vendor.

“Shall” or “must” denotes mandatory requirements from which the MVR system solution may not deviate, and are highlighted in light blue

“Should” or “may” states preferred requirements from which the MVR system may deviate.

Camera and Mobile Video Recorder Controls

1. The recorder controls shall be designed and organized to minimize officer workload. Record button should be readily identifiable by size, color, location or other design features.	YES Standard	YES Custom	NO
Comments and Explanation:			
2. The MVR vehicle system shall have an illuminated record indicator readily visible to persons outside the vehicle within viewing area of the camera that indicates when the system is actively recording.	YES Standard	YES Custom	NO

Comments and Explanation:			
3. The officer should be able to turn off the illuminated record indicator that is visible to persons outside the vehicle.	YES Standard	YES Custom	NO
Comments and Explanation:			
4. The MVR vehicle system shall have an LED installed on the dash that is readily visible to the officer but is not readily visible outside the vehicle that indicates when the system is actively recording.	YES Standard	YES Custom	NO
Comments and Explanation:			
5. The officer should be able to turn off the LED installed on the dash.	YES Standard	YES Custom	NO
Comments and Explanation:			
6. Recorder controls shall include <ul style="list-style-type: none"> a. Play b. Record start/stop c. Fast Forward d. Rewind e. Stop f. Pause g. Data Entry h. In-car mic on/off switch None of the controls shall allow the officer to erase recorded video.	YES Standard	YES Custom	NO
Comments and Explanation:			
7. Camera Controls that should be easily accessible on the camera or recorder <ul style="list-style-type: none"> a. Autozoom b. Zoom in/out c. Auto Focus on/off d. Backlight compensation 	YES Standard	YES Custom	NO
Comments and Explanation:			
8. The following indicators should be displayed on the MVR vehicle system <ul style="list-style-type: none"> a. System power on b. Microphone on c. Media inserted and operational with remaining capacity/time available d. Recording e. Fast Forward f. Stop g. Time counter h. Diagnostic indicator 	YES Standard	YES Custom	NO

Comments and Explanation:			
9. Recording functions shall be activated (triggered) by any of the following: a. User pushes record button on the unit b. User activates the wireless microphone transmitter c. Any activation of emergency lights or siren d. Impact sensor	YES Standard	YES Custom	NO
Comments and Explanation:			
10. Please describe optional capabilities for recording activation including hardware, software, and cost for additional triggers including a. Vehicle exceeds preconfigured speed (Please explain how speed constraints are monitored) b. Acceleration threshold. (Please explain how acceleration threshold is monitored) c. Others – please identify			
Comments and Explanation:			
11. The MVR Vehicle system shall automatically mute the vehicle AM/FM radio speakers upon activation of recording. Please describe how this is performed and how the speakers are subsequently unmuted.	YES Standard	YES Custom	NO
Comments and Explanation:			
12. All MVR Vehicle system programmable parameters shall be contained in non-volatile memory.	YES Standard	YES Custom	NO
Comments and Explanation:			
13. The officer should be able to configure some of the MVR vehicle parameters of the system. Please list all parameters that the officer can always configure.	YES Standard	YES Custom	NO
Comments and Explanation:			
14. The officer should have some parameters of the MVR vehicle system which can be made available for him based on system administrator defined configuration. Please list all parameters that are can be restricted or opened up for the officer to configure.	YES Standard	YES Custom	NO
Comments and Explanation:			
15. The MVR vehicle system shall have parameters which are not available for the officer to configure and are only available to the system administrator. Please list all parameters that are only accessible to	YES Standard	YES Custom	NO

the system administrator.			
Comments and Explanation:			

Primary Camera

The primary camera is the camera directed toward the front of the vehicle.

16. The camera shall be a color camera.	YES Standard	YES Custom	NO
Comments and Explanation:			
17. The camera and lens shall be equipped with auto focus, automatic exposure, and automatic white balance.	YES Standard	YES Custom	NO
Comments and Explanation:			
18. The camera shall automatically adjust for varying light levels from day to night.	YES Standard	YES Custom	NO
Comments and Explanation:			
19. The camera shall be capable of providing a clear image with minimum illumination of 1 lux/.3 lux preferred. (Lower lux results in better night vision) Please describe the minimum illumination required in lux.	YES Standard	YES Custom	NO
Comments and Explanation:			
20. Does the camera have infrared capability?			
Comments and Explanation:			
21. The primary camera shall be ruggedized and resistant to damage from vibration, shock, as well as variations in humidity and temperature. Please identify whether the camera meets the military standard MIL-STD-810F, what is the Mil-std "method" (ie Method 516.5 for shock) used, and what are the operating and non-operating specifications for <ul style="list-style-type: none"> • Shock (i.e. Method 516.5), • Vibration (i.e. Method 514.5) • Temperature (i.e. Method 501.4, 502.4) • Humidity (i.e. Method 507.4) 	YES Standard	YES Custom	NO
Comments and Explanation:			
22. The camera shall operate within the range of temperatures from 0 to 120 degrees Fahrenheit. What is the operating temperature range? What is the storage temperature range?	YES Standard	YES Custom	NO
Comments and Explanation:			
23. The camera shall have backlight compensation	YES	YES	NO

setting.	Standard	Custom	
Comments and Explanation:			
24. The camera shall prevent glare and light blooming during operation. Please describe the means by which this is achieved.	YES Standard	YES Custom	NO
Comments and Explanation:			
25. The motorized zoom should offer a minimum of 18X optical zoom. Please identify the optical zoom and digital zoom capabilities.	YES Standard	YES Custom	NO
Comments and Explanation:			
26. The camera shall be a solid state imaging system that shall not be subject to burn in, or interference by magnetic fields.	YES Standard	YES Custom	NO
Comments and Explanation:			
27. The camera shall have a minimum resolution of 450 horizontal lines.	YES Standard	YES Custom	NO
Comments and Explanation:			
28. The camera shall provide both automatic and manual focus capabilities, which are user selectable.	YES Standard	YES Custom	NO
Comments and Explanation:			
29. The camera shall default to auto focus.	YES Standard	YES Custom	NO
Comments and Explanation:			
30. The camera shall be capable of rotating 180 degrees on a horizontal plane in either direction without having to loosen any screws or knobs.	YES Standard	YES Custom	NO
Comments and Explanation:			
31. The camera shall provide a minimum field of view of 24 feet width at a distance of 35 feet (40 degrees).	YES Standard	YES Custom	NO
Comments and Explanation:			
32. The camera shall offer a signal-to-noise ratio of at least 46db.	YES Standard	YES Custom	NO
Comments and Explanation:			

Rear-facing Camera

The rear-facing camera is intended to monitor the back seat.

33. The system shall have a miniature rear-facing camera that will record the rear passenger compartment of the vehicle.	YES Standard	YES Custom	NO
Comments and Explanation:			
34. The rear-facing camera default operation shall be	YES	YES	NO

black and white with low light capability that requires no adjustment by the officer. Please specify the capabilities of the rear-facing camera in low light situations.	Standard	Custom	
Comments and Explanation:			
35. Does the rear-facing camera include an infrared lighting system?			
Comments and Explanation:			
36. The rear-facing camera shall be a miniature camera that can be mounted covertly in the cab. Please describe mounting options.	YES Standard	YES Custom	NO
Comments and Explanation:			
37. The rear-facing camera shall have a minimum of 380 lines of horizontal resolution.	YES Standard	YES Custom	NO
Comments and Explanation:			
38. The officer shall have the option of recording primary, rear-facing, or both cameras simultaneously.	YES Standard	YES Custom	NO
Comments and Explanation:			
39. Please describe the means by which the rear-facing camera recording function may be activated.			
Comments and Explanation:			

Video Monitoring

40. The MVR Vehicle system should not require a separate video monitor and must allow real-time monitoring of video through a Panasonic Toughbook laptop. Please identify the type (i.e. USB, Ethernet) and number of each port required, and what each port is used for. Please also identify compatible Panasonic Toughbook Models and resource requirements of the laptop (RAM, processor, hard drive).	YES Standard	YES Custom	NO
Comments and Explanation:			
41. The MVR vehicle system utilizing the Panasonic Laptop for video monitoring and control shall not adversely impact I/Mobile application response or limit functionality of the I/Mobile application running on the Panasonic Laptop.	YES Standard	YES Custom	NO
Comments and Explanation:			
42. Please provide minimum resource specifications required of the Panasonic Toughbook to support the MVR vehicle system functionality.			

<ul style="list-style-type: none"> • Processor • RAM • Hard drive space 			
Comments and Explanation:			
43. The MVR vehicle system shall be capable of using a video monitor instead of using the laptop for monitoring. Please provide: <ul style="list-style-type: none"> • Dimensions of the monitor • The actual viewable size of the displayable portion of the monitor (length x width). • Resolution of the monitor 	YES Standard	YES Custom	NO
Comments and Explanation:			
44. The MVR vehicle system shall be capable of displaying a live picture from the camera when the system is on, even if recording is not in progress.	YES Standard	YES Custom	NO
Comments and Explanation:			
45. The MVR vehicle system shall include a system speaker separate from the DVR unit and the laptop, which will provide monitoring of live audio from the portable transmitter microphone or from recorded sound during playback mode.	YES Standard	YES Custom	NO
Comments and Explanation:			
46. The MVR vehicle system shall have a volume control, which will allow the user to adjust audio level and turn the sound off if desired.	YES Standard	YES Custom	NO
Comments and Explanation:			
47. The MVR vehicle system shall allow the user to disable or dim any illumination on the camera, recorder, and MVR application on the monitor/laptop. Please describe what actions are required by the officer in order to disable or dim the illumination for each component.	YES Standard	YES Custom	NO
Comments and Explanation:			
48. The MVR vehicle system shall allow the user to disable or dim any illumination on the wireless microphone. Please describe what actions are required by the officer in order to disable or dim the illumination.	YES Standard	YES Custom	NO
Comments and Explanation:			
49. The MVR vehicle system shall have programmable auto zoom. Pressing this button shall automatically zoom the motorized zoom lens to the agency's preconfigured magnification, pause to perform a	YES Standard	YES Custom	NO

<p>momentary auto focus, then lock the focus for a programmable amount of time before returning to agency’s preferred wide angle position. How long does it take to zoom, to focus, and to return to previous unzoomed position?</p>			
<p>Comments and Explanation:</p>			
<p>50. The MVR vehicle system shall be capable of displaying and recording: date/time, user identification information and microphone activation indicator.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>51. The MVR vehicle system shall be capable of displaying and recording the following indicators simultaneously with the video and audio data:</p> <ul style="list-style-type: none"> • siren indication, • emergency light indication, • speed as read from speedometer, • braking indicator <p>Please describe what information is available for display through each interface for the items listed above and the types of equipment with which the MVR will interface.</p> <p>Please provide a breakdown on the pricing sheet of any additional hardware, software, services or costs associated with these interfaces.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>52. The MVR vehicle system should optionally be capable of displaying and recording the following indicators simultaneously with the video and audio data:</p> <ul style="list-style-type: none"> • Audio on, • Rear door opening • Shotgun/Rifle lock opening <p>Please describe what information is available for display through each interface for the items listed above, types of equipment with which the MVR will interface, and number of interfaces available.</p> <p>Please provide a breakdown on the pricing sheet of any additional hardware, software, services or costs associated with each interface.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>53. The MVR vehicle system should optionally be capable of displaying and recording Radar</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

<p>information (such as target and patrol speeds) simultaneously with the video and audio data: Please describe what information is available for display and brand/models of equipment with which the MVR will interface. Please provide a breakdown on the pricing sheet of any additional hardware, software, services or costs associated with each interface.</p>			
<p>Comments and Explanation:</p>			
<p>54. The MVR vehicle system should be capable of displaying and recording GPS information. Please describe.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>55. The MVR vehicle system should interface with the existing GPS unit FLPD is currently using in the vehicle. Please describe capabilities of interfacing with an existing Trimble Placer GPS 450 unit in the vehicle and use of the data. Will the MVR system be able to accept and use GPS coordinates obtained from the existing Trimble Placer 450's MDT port?</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>56. FLPD shall be able to disable or not include any integrated GPS device normally included with the MVR vehicle system, as part of the standard installation.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>57. Metadata displayed on the screen should be configurable by the agency for the MVR vehicle system.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>58. The MVR vehicle system shall allow the officer to select from a preconfigured list to classify the video. This information shall be capable of being used as a "searchable" field in the video management software. Please provide information regarding the amount of list items and the type of fields that may be used by the officer to classify the video.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>59. The MVR vehicle system shall allow the officer to enter additional information such as case number or demographic information as metadata with the video. This information shall be capable of being used as "searchable" fields in the video</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

<p>management software. Please provide information regarding the amount and type of fields that may be used by the officer to classify the video.</p>			
<p>Comments and Explanation:</p>			
<p>60. The MVR vehicle system should allow the officer to enter additional free form text information into a single text field that is associated with the video as metadata. This information shall be capable of being used as “searchable” fields in the video management software. Please describe what is available and what restrictions can be placed upon the data entry into these fields.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>61. The MVR vehicle system should allow the officer to identify a video recording in such a manner that it will be flagged to be held indefinitely on the server.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>62. The MVR vehicle system shall be capable of interfacing with Intergraph Public Safety I/Mobile product for easy import of metadata from recently received messages. The MVR vehicle system must allow the officer the capability of importing the following information from recent messages as metadata to associate with the video recording:</p> <ul style="list-style-type: none"> • Case number, event number, and event type from recent event query or dispatch messages. • Owner name from recent vehicle tag query. <p>All query responses and messages are in individual files stored locally on the laptop’s hard drive in specific directories in html format with a text label preceding the information of interest. Please describe capabilities and limitations of this interface.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>63. The MVR vehicle system should be capable of interfacing with a magnetic stripe reader to import name from DL information as metadata to associate with the video. Please describe capabilities and limitations, including what data may be used as metadata and the steps the officer would go through to associate the name with the video as metadata.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>64. The MVR vehicle system should provide the capability of being accessed via a wireless</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

<p>connection to transmit preview video (streaming) over a wireless connection of sufficient bandwidth. Please describe what actions are required, if any, on the part of the officer to initiate transmittal of preview video, and expected required bandwidth. Please also describe what actions are required on the part of the person viewing the streaming video, and whether this video can be viewed only from the server or can be viewed from any authorized workstation with the appropriate client software.</p>			
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Comments and Explanation:

<p>65. The video recording component shall be ruggedized and resistant to damage from vibration, shock, as well as variations in humidity and temperature. Please identify whether the recording component meets the military standard MIL-STD-810F, what is the Mil-std “method” (i.e. Method 516.5 for shock) used, and what are the operating and non-operating specifications for</p> <ul style="list-style-type: none"> • Shock (i.e. Method 516.5), • Vibration (i.e. Method 514.5) • Temperature (i.e. Method 501.4, 502.4) • Humidity (i.e. Method 507.4) 	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
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Comments and Explanation:

<p>66. Please describe any known compatibility issues of the in car software on the laptop with software distribution applications such as Netmotion or Altiris. Are there any sites using these applications which are also using the laptop for video monitoring and control?</p>	
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Comments and Explanation:

Video Recording and in-car playback

<p>67. The MVR vehicle system shall be capable of recording events uninterrupted for a minimum of four hours at 4CIF and a minimum frame rate of 29.97 frames per second. If the current product does not support this specification please identify whether the product being quoted is expected to support the specification and when.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
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Comments and Explanation:

<p>68. The MVR vehicle system shall be able to record in multiple formats in multiple resolutions.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
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Comments and Explanation:

69. Recording Resolution Options - Please identify the various options for recording resolution in Common Intermediate Format (CIF, 4CIF, D1 etc) and pixels (pixel columns x pixel rows i.e. 352x288, 704x576), Bit rate (bit/Sec), Actual frames per second, and compression and encoding format including Profile and Level if applicable (MPEG2, “MPEG4 Advanced Simple Profile Level 3” etc.), and the amount of storage required for each hour of video/audio/metadata at each available resolution.

CIF Format	Resolution in pixels	Bit rate	Actual Frames per second	Compression and encoding format	Storage in Mbytes of 1 hour of video / audio / metadata

70. Please identify for each option in the “Recording Resolutions Options” question above, whether the compression and encoding format is an industry standard or does it require a proprietary codec/viewer to view it? Please describe.

71. Please identify for each option in the “Recording Resolutions Options” question above, is there any rendering or conversion required of the video file in order for it to be edited in an industry standard video editing tool such as AVID? Please describe the rendering or conversion that is required and what file format is output as a result.

72. How does the System Administrator adjust the settings in the system to change which of the formats identified in the “Recording Resolutions Options” question above is used to record data in the MVR vehicle system?

73. Please identify the size of the local storage device in the MVR vehicle system and any options for different size storage.

74. The MVR vehicle system shall record in real time.	YES Standard	YES Custom	NO
Comments and Explanation:			
75. The recording device shall operate independently of the laptop.	YES Standard	YES Custom	NO
Comments and Explanation:			
76. The recording device shall initiate recording with any of the installed recording triggers, regardless of whether the officer is logged into the system.	YES Standard	YES Custom	NO
Comments and Explanation:			
77. The MVR vehicle system should be capable of	YES	YES	NO

<p>allowing the officer to take a digital snapshot of the camera view. The snapshots should also be capable of having metadata associated with it, and may be uploaded with the video files. Please describe this capability, including the format in which the picture is saved, average size of a snapshot, which metadata is available and how the use of and upload of a digital snapshot differs from that of standard recorded video.</p>	Standard	Custom	
Comments and Explanation:			
<p>78. The MVR vehicle system shall be capable of pre-event recording for a minimum of 30 seconds prior to the recorder being activated. Please identify minimum and maximum pre-event lengths and how it is configured.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>79. The department shall be able to configure the MVR system to mute the audio for pre-event recording.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>80. The MVR vehicle system should be capable of post-event recording. Please describe capabilities, including minimum and maximum post-event lengths and how it is configured.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>81. The MVR vehicle system should provide the officer with the ability to view and control any previously recorded video while continuing to record, including viewing previous portions of the currently recording video.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>82. The officer should have the ability to view pre-event recorded video of the currently recording video while continuing to record.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>83. The user shall be provided with the ability to “mute” either channel of audio during playback to assist the officer in determining the clearest channel of audio.</p>	YES Standard	YES Custom	NO
Comments and Explanation:			
<p>84. When reviewing video the officer shall be able to move to different portions of a video for playback by entering a time selection or through the use of a slider control or similar mechanism.</p>	YES Standard	YES Custom	NO

Comments and Explanation:			
85. Recording time left on digital media shall be displayed upon officer login to the system and shall prompt the officer when the media is near full capacity.	YES Standard	YES Custom	NO
Comments and Explanation:			
86. All metadata should be capable of being superimposed or absent on the screen during playback mode.	YES Standard	YES Custom	NO
Comments and Explanation:			

Audio Transmitter/Receiver

The wireless audio transmitter includes the transmitter/receiver and microphone.

87. Wireless audio transmitter shall have a range of 1000 feet with line of sight at ideal conditions. What are the antenna and equipment requirements to meet this requirement?	YES Standard	YES Custom	NO
Comments and Explanation:			
88. Audio transmitter shall have an internal antenna and shall continue to function if any external mic or antenna is disconnected.	YES Standard	YES Custom	NO
Comments and Explanation:			
89. Audio transmitter should have universal connector to allow for easy external microphone replacement.	YES Standard	YES Custom	NO
Comments and Explanation:			
90. Audio transmitter shall have built-in redundant internal microphone which automatically activates if the external microphone is separated from the transmitter. Please describe options for wireless microphone configuration, such as to have an external lapel microphone wired to the wireless transmitter.	YES Standard	YES Custom	NO
Comments and Explanation:			
91. The wireless microphone shall be weather resistant and shall remain operable during inclement weather conditions. The microphone shall be sealed internally to reduce the possibilities of water / condensation from entering the microphone and damaging it.	YES Standard	YES Custom	NO
Comments and Explanation:			
92. Audio transmitter shall be ruggedized and resistant to damage from vibration, shock, as well as	YES Standard	YES Custom	NO

<p>variations in humidity and temperature. Please identify whether the audio transmitter meets the military standard MIL-STD-810F, what is the Mil-std “method” (i.e. Method 516.5 for shock) used, and what are the operating and non-operating specifications for</p> <ul style="list-style-type: none"> • Shock (i.e. Method 516.5), • Vibration (i.e. Method 514.5) • Temperature (i.e. Method 501.4, 502.4) • Humidity (i.e. Method 507.4) 			
Comments and Explanation:			
<p>93. The wireless mic shall operate within the range of temperatures from 0 to 120 degrees Fahrenheit. What is the operating temperature range? What is the storage temperature range?</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>94. Audio transmitter shall use FCC-approved frequency bands. Please identify what bands are used.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>95. Audio transmitter shall use digital transmission which is encrypted to prevent eavesdropping. Please describe encryption method.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>96. Audio transmitter shall be able to be synchronized to the receiver in the vehicle, and will accommodate operation of multiple in-car video systems at the same event without interference. Please identify how many units may be operated in the same proximity without interference, how synchronization is performed between the audio transmitter and the specific recorder, and how often synchronization must be performed for a unit.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>97. Recorded audio shall be synchronized with recorded video.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>98. Audio transmitter shall use a rechargeable battery with 15 hours minimum standby and 3.5 hours minimum talk time.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>99. The MVR vehicle system shall include an in-car</p>	<p>YES</p>	<p>YES</p>	<p>NO</p>

charger for the audio transmitter. Please describe how long it takes to fully charge the audio transmitter.	Standard	Custom	
Comments and Explanation:			
100. The audio transmitter should indicate its battery charge level. Please describe how this is indicated to the officer.	YES Standard	YES Custom	NO
Comments and Explanation:			
101. An in-car wired microphone shall be provided as well, that will record on a separate audio channel from the wireless microphone system.	YES Standard	YES Custom	NO
Comments and Explanation:			
102. Simultaneous use of the wireless microphone and in-car microphone system shall be supported on separate audio channels.	YES Standard	YES Custom	NO
Comments and Explanation:			
103. Recording of the second channel of audio (in car mic) shall have the ability to be turned on or off manually by the officer from the display/control center.	YES Standard	YES Custom	NO
Comments and Explanation:			
104. The wireless microphone shall be activated simultaneously when the recorder is activated. The officer should not have to activate the wireless microphone manually when the recorder is activated.	YES Standard	YES Custom	NO
Comments and Explanation:			
105. Operator shall be able to activate video recording from the remote audio transmitter.	YES Standard	YES Custom	NO
Comments and Explanation:			
106. Operator shall have the ability to deactivate audio from remote audio transmitter (mute), but NOT disable video recording other than by stopping the recorder in the vehicle.	YES Standard	YES Custom	NO
Comments and Explanation:			
107. The wireless mic should indicate that the MVR system is recording. Please describe how the wireless mic indicates this.	YES Standard	YES Custom	NO
Comments and Explanation:			
108. The wireless mic should indicate that audio recording of the mic is muted. Please describe how the wireless mic indicates this.	YES Standard	YES Custom	NO
Comments and Explanation:			

109. Operator shall be able to mute playback of audio while monitoring or recording.	YES Standard	YES Custom	NO
Comments and Explanation:			

Security Features

110. The in car recording system shall have the capability to restrict access to the programming functions, including but not limited to time/date features.	YES Standard	YES Custom	NO
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Comments and Explanation:

111. The recording device shall have the capability of preventing the user from erasing and recording over previously recorded information.	YES Standard	YES Custom	NO
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Comments and Explanation:

112. The in car system shall provide a means of preventing the officer from copying videos from the in-car unit. Please describe how this is achieved.	YES Standard	YES Custom	NO
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Comments and Explanation:

113. The in car system should prevent an officer from viewing previously recorded video recorded by a different officer that has not yet been uploaded. Please describe how this is achieved.	YES Standard	YES Custom	NO
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Comments and Explanation:

114. When an officer views a previously recorded file in the MVR vehicle system, is a temporary file created of the video that could later be recovered? Please elaborate.			
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Comments and Explanation:

115. Time stamping shall be consistent within all system components. Please describe how this is achieved.	YES Standard	YES Custom	NO
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Comments and Explanation:

116. The vehicle video capture system shall provide a mechanism to capture the time and date of the recording. This information shall become a part of the Chain of Custody audit log of Type 2 recordings.	YES Standard	YES Custom	NO
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Comments and Explanation:

117. If removable media is used - The active storage system shall be able to include the media ID of any removable media used to transfer the digital asset from the vehicle video capture system. This media ID shall become part of the Chain of Custody audit	YES Standard	YES Custom	NO
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log of Type 2 recordings.			
Comments and Explanation:			
118. All Type 2 digital asset recording systems using electronic transfer of the recorded material shall have an automated authentication mechanism. Digital asset authentication shall be attached to the digital asset sequence when first recorded. The video recording equipment shall use a digital signature that has been standardized and approved by the American Bar Association (ABA) [Digital Signature Guidelines, Information Security Committee, Electronic Commerce & Infrastructure Technology Division, of the American Bar Association. 1996]	YES Standard	YES Custom	NO
Comments and Explanation:			
119. Prior to the electronic transfer of Type 2 digital assets, metadata shall be attached.	YES Standard	YES Custom	NO
Comments and Explanation:			
120. Digital Video Management System should allow for Type 1 digital asset to be created with or without display of Metadata	YES Standard	YES Custom	NO
Comments and Explanation:			
121. Metadata, including time stamping, shall remain accurate with respect to the recording as it was captured, despite any time sync irregularities in a secondary unit, archival system, or viewer.	YES Standard	YES Custom	NO
Comments and Explanation:			
122. The recorder shall identify the vehicle in which the recorder is mounted. Please explain.	YES Standard	YES Custom	NO
Comments and Explanation:			
123. The MVR vehicle system should require the user to login with a user specific user name and password.	YES Standard	YES Custom	NO
Comments and Explanation:			
124. Please describe any capabilities to integrate user information with Microsoft Active Directory.			
Comments and Explanation:			
125. Removable media shall indicate the officer CCN (unique officer identifier predesignated by FLPD) of the officer assigned to the media or the vehicle ID and the officer assigned to transfer the media, if applicable, and the Media ID.	YES Standard	YES Custom	NO
Comments and Explanation:			

126. Non-removable media shall include the officer CCN or the vehicle ID and the officer assigned to transfer the media, if applicable, and shall be related to a specific digital asset.	YES Standard	YES Custom	NO
Comments and Explanation:			
127. During system initiation, the MVR system should have the capability to visually indicate to the officer if the system has been tampered with.	YES Standard	YES Custom	NO
Comments and Explanation:			
128. During system initiation, the recorder shall perform a self-test to insure complete functionality. If it does not pass the self-test, it shall immediately notify the user.	YES Standard	YES Custom	NO
Comments and Explanation:			
129. The recorder shall be able to monitor itself during operation. The recorder shall immediately notify the user if a component of the recorder fails while in operation.	YES Standard	YES Custom	NO
Comments and Explanation:			
130. The recording device shall be physically mounted in the vehicle, following manufacturer's recommendations, to prevent removal without tools and deter theft of the device, unless it is designed to be removable.	YES Standard	YES Custom	NO
Comments and Explanation:			
131. If removable, the recording device shall be secured using a physical lock that prevents unauthorized removal of recorder from the vehicle. Please describe this mechanism and the number of differently keyed locks that are available.	YES Standard	YES Custom	NO
Comments and Explanation:			
132. If removable media is used, the recording media shall be secured using a locking mechanism that prevents unauthorized removal of the storage media from the recorder. Please describe this mechanism and the number of differently keyed locks that are available.	YES Standard	YES Custom	NO
Comments and Explanation:			
133. If removable media is used, the recording device shall indicate when media is inserted in the device.	YES Standard	YES Custom	NO
Comments and Explanation:			
134. If removable media is used, each media shall	YES	YES	NO

contain tamper detection, damage protection, and markings that uniquely identify each media.	Standard	Custom	
Comments and Explanation:			
135. Non-removable recording media shall be housed inside the recorder or a secured enclosure to prevent tampering with and/or destruction of the media.	YES Standard	YES Custom	NO
Comments and Explanation:			
136. The recording media should be designed and warranted to last for a minimum of 6 years under law enforcement use. Please provide guidelines on the life cycle of the recording media.	YES Standard	YES Custom	NO
Comments and Explanation:			

Chain of custody when digital asset is transferred

137. Chain of custody items shall be recorded as part of the audit log for the initial transfer. Please describe the items recorded as part of the chain of custody from the original recording devices to the active storage system. Chain of custom items should include such items as wireless/LAN connection made with recorder, media (in the case of removable media) removed from the recorder, time/date of transfer, username (if applicable) who performed the transfer, etc.	YES Standard	YES Custom	NO
Comments and Explanation:			
138. Integrity of the accurate and lossless transfer from the original recorder shall be validated. Please describe how an integrity check is performed to ensure the digital asset transferred from the original recording device is accurate, prior to clearing any data from the recorder.	YES Standard	YES Custom	NO
Comments and Explanation:			
139. Chain of custody items shall be recorded as part of the audit log for transfers to archival storage. Please describe the items recorded as part of the chain of custody between the active storage and archival storage.	YES Standard	YES Custom	NO
Comments and Explanation:			
140. Integrity of the accurate and lossless transfer from active to archival storage shall be validated. Please describe how an integrity check is performed to ensure the digital asset transferred to	YES Standard	YES Custom	NO

archival storage is accurate, prior to clearing any data from the active storage.			
Comments and Explanation:			
141. Chain of custody items shall be recorded as part of the audit log for the retrieval of digital assets from archival back to active storage. Please describe the items recorded as part of the chain of custody between archival storage and the active storage system.	YES Standard	YES Custom	NO
Comments and Explanation:			
142. Integrity of the transfer from archival to active storage shall be validated. Please describe how an integrity check is performed to ensure the digital asset transferred is accurate and lossless.	YES Standard	YES Custom	NO
Comments and Explanation:			
143. Chain of custody items shall be recorded as part of the audit log for items replicated onto departmentally acceptable media for presentation in court or other official capacity. Please describe the chain of custody is recorded and how an integrity check is performed to ensure the digital asset transferred is accurate.	YES Standard	YES Custom	NO
Comments and Explanation:			

Uploads

144. The MVR system shall be capable of 3 means of upload: LAN, wireless, and removable media.	YES Standard	YES Custom	NO
Comments and Explanation:			
145. The MVR system shall allow for the use of different upload mechanisms to the same MVR server by different users.	YES Standard	YES Custom	NO
Comments and Explanation:			
146. Please describe how to configure the system to accommodate different upload mechanisms by different users.			
Comments and Explanation:			
147. At the time of upload, the MVR system shall allow an officer to select either LAN or wireless.	YES Standard	YES Custom	NO
Comments and Explanation:			
148. Please describe how an officer selects a different upload mechanism at the time of upload.			
Comments and Explanation:			
149. Removable media must be one of the means of	YES	YES	NO

upload, please describe the media and the upload process.	Standard	Custom	
Comments and Explanation:			
150. If removable media is used please provide information regarding the duty cycle rating of the media and the media docking connections in both the vehicle and upload station.			
Comments and Explanation:			
151. If removable media is used is used please provide information regarding the shock rating (“G” rating) of the removable media when outside the recording unit.			
Comments and Explanation:			
152. If removable media is used please provide expected upload time for one vehicle with a 1 Gbyte file of video, starting with the physical connection to the docking station and ending when data has been uploaded and the user may remove media from the docking station.			
Comments and Explanation:			
153. If removable media is used please provide expected degradation in upload times for each additional user performing a simultaneous upload.			
Comments and Explanation:			
154. LAN connection must be one of the means of upload, please describe the upload process, including any actions required on the part of the officer.	YES Standard	YES Custom	NO
Comments and Explanation:			
155. Please provide information regarding the duty cycle rating of interconnection points for LAN upload in both the vehicle and at the upload station.			
Comments and Explanation:			
156. A LAN upload port shall be able to be installed within the vehicle. Please provide information regarding the options for the LAN connection point within the vehicle. (i.e. is an external port mounted on the vehicle fender, is the Laptop Ethernet port used, is there a separate port that can be mounted anywhere inside the vehicle etc.)	YES Standard	YES Custom	NO
Comments and Explanation:			
157. If LAN connection is used please provide			

expected upload time for one vehicle with a 1 Gbyte video file starting with the physical connection to a 100Mbps LAN and ending when the user is notified of completion of upload.			
Comments and Explanation:			
158. If LAN connection is used please provide the expected degradation in upload times for each additional user performing a simultaneous upload.			
Comments and Explanation:			
159. The MVR vehicle system shall provide a means by which the officer knows a connection has been made with the server and an upload has been initiated. Please describe.	YES Standard	YES Custom	NO
Comments and Explanation:			
160. The MVR vehicle system shall provide a means by which the officer knows an upload has been completed. Please describe.	YES Standard	YES Custom	NO
Comments and Explanation:			
161. Wireless connection must be one of the means of upload, please describe the upload process, including any actions required on the part of the officer.	YES Standard	YES Custom	NO
Comments and Explanation:			
162. If wireless connection upload capability is integrated with the DVR, the system shall provide capability to set an IP address, subnet mask, and default route. Please describe how the administrator accesses these settings.	YES Standard	YES Custom	NO
Comments and Explanation:			
163. If wireless connection upload capability is integrated with the DVR, the system shall provide a robust connection. Please describe the wireless components in the vehicle including identifying the transmitter power and antenna gain. Please also identify any options for an external antenna.	YES Standard	YES Custom	NO
Comments and Explanation:			
164. If wireless connection upload capability is integrated with the DVR, the system shall provide support for WPA2 and authentication. Please describe how the administrator accesses these settings.	YES Standard	YES Custom	NO
Comments and Explanation:			
165. If wireless connection upload capability is	YES	YES	NO

<p>integrated with the DVR, the system shall provide upgradeability for future higher bandwidth wireless technologies, such as 802.11n. Please describe how upgradeability will be achieved, including identification of components that must be replaced.</p>	<p>Standard</p>	<p>Custom</p>	
<p>Comments and Explanation:</p>			
<p>166. If wireless connection is used, the system should provide capability to use the wireless connection provided through the Panasonic Laptop. Please describe as well as identifying the interfaces/ports through which data to be uploaded flows between the DVR and the Panasonic, and any limits on bandwidth between the DVR and laptop.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>167. If wireless connection is used, the system should be able to be configured to perform an automated upload regardless of whether the officer is logged in to the unit. Please describe.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>168. If wireless connection is used with wireless transmitter <u>in the DVR</u> please provide expected upload times for one vehicle with 1 GByte of video, audio, and metadata, within 50 feet of the 802.11g Access point, starting with wireless connection to the Access point, and ending when the user is notified of completion of upload or can turn off his/her laptop.</p>			
<p>Comments and Explanation:</p>			
<p>169. If wireless connection is used with wireless transmitter <u>in the laptop</u> please provide expected upload times for one vehicle with 1 Gbyte of video, audio, and metadata, within 50 feet of the 802.11g Access point, starting with wireless connection to the Access point, and ending when the user is notified of completion of upload or can turn off his/her laptop.</p>			
<p>Comments and Explanation:</p>			
<p>170. The MVR vehicle system shall allow for a wireless upload to continue if the vehicle is turned off. Please describe.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>171. The MVR vehicle system shall provide a means of configuring the system such that if the MVR</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

<p>vehicle continues an upload after they vehicle is turned off, the vehicle battery will not be drained and the system will automatically perform a graceful shutdown after a specified amount of time. Please describe, including customer configurable parameters.</p>			
<p>Comments and Explanation:</p>			
<p>172. If LAN or wireless upload is used, the system should be capable of performing “checkpoint” uploads, such that if a file is partially uploaded and then interrupted, when the upload procedure begins again the upload continues uploading the same file from the point in the file at which it stopped, without having to upload the previously uploaded part of the file again.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>173. If LAN or wireless upload is used, the system should allow for prioritized uploads of video files. Please describe how this works.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>174. The server shall allow at least 30 concurrent connections for simultaneous uploads. What is the maximum number of concurrent connections allowed by the server for uploads, assuming sufficient upload stations. Please identify hardware constraints if any. Please provide details of any benchmark testing that has been performed. Please also describe how the client responds if the server has exceeded the maximum allowed concurrent connections.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>175. Please describe the expected degradation of upload times to be expected when multiple users are uploading to the server at the same time from different upload points. (i.e. 3 different users attaching to 3 different LAN upload points at the same time)</p>			
<p>Comments and Explanation:</p>			
<p>176. The digital recorder shall have the capability of automatically uploading and installing software upgrades without user intervention. Please describe how this works with each of the upload mechanisms.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			

177. The digital recorder shall have the capability of automatically uploading and installing fleet wide all user names and passwords, without user intervention. Please describe how this works with each of the upload mechanisms.	YES Standard	YES Custom	NO
Comments and Explanation:			
178. The digital recorder shall have the capability of automatically uploading and installing fleet wide configuration, with minimal user intervention. Please describe how this works with each of the upload mechanisms.	YES Standard	YES Custom	NO
Comments and Explanation:			

Digital Video Management Software

Miscellaneous

179. The Digital Video Management software should be capable of running on Windows 2003 server or Linux platform and should require no proprietary hardware to operate. Please identify the server required operating system.	YES Standard	YES Custom	NO
Comments and Explanation:			
180. The Digital Video Management software should use an enterprise grade database. Oracle or SQL-Server are preferred. Please identify the database.	YES Standard	YES Custom	NO
Comments and Explanation:			
181. The digital video management software shall be able to operate in a clustered server environment. Please identify any sites which are currently operating in this configuration.	YES Standard	YES Custom	NO
Comments and Explanation:			
182. The digital video management software shall require the user to login with a unique user name/password combination. Please describe, including any integration of user account information with Microsoft Active Directory.	YES Standard	YES Custom	NO
Comments and Explanation:			
183. The digital video management software should allow the system administrator to create “templates” or groups to streamline the user setup process. These “templates” shall also have the ability to set rights and permissions for users included in each group.	YES Standard	YES Custom	NO

Comments and Explanation:			
184. The Digital Video Management software shall allow the system administrator to setup user profiles to allow individual users to access and utilize the Digital Video Management software.	YES Standard	YES Custom	NO
Comments and Explanation:			
185. The administrator shall also have the ability to set user rights and permissions. These rights and permissions shall include all of the following but not be restricted to: View video, export/copy video, check in/check out of removable media for vehicles (if removable media is used), run reports, check the integrity of a video, and video information entry. Please list the permissions the administrator may assign to individual users or templates.	YES Standard	YES Custom	NO
Comments and Explanation:			
186. The administrator shall also have the ability to set user rights to limit a user to being able to only view videos from staff in his/her assigned group. Multiple groups must be allowed. Please describe.	YES Standard	YES Custom	NO
Comments and Explanation:			
187. The administrator shall have the ability to set user rights to limit a user to being able to only view specific tagged videos or videos assigned to a specific category. Please describe.	YES Standard	YES Custom	NO
Comments and Explanation:			
188. The Digital Video Management software shall allow the system administrator to setup and track the department's digital in car video system configurations.	YES Standard	YES Custom	NO
Comments and Explanation:			
189. The Digital Video Management software shall log and provide detailed reports on the following: unit errors, system maintenance, and removable media maintenance (if removable media is used).	YES Standard	YES Custom	NO
Comments and Explanation:			
190. If removable media is used, the Digital Video Management software shall allow the system administrator to check in and check out the removable media for the officers and track the use of the removable media.	YES Standard	YES Custom	NO
Comments and Explanation:			
191. The Digital Video Management software shall capture audit information when a user logs into the	YES Standard	YES Custom	NO

system.			
Comments and Explanation:			
192. The Digital Video Management software shall provide auditing of all user actions relating to a video, including each time a video was viewed, each time a video was copied to removable media, each time a video was exported, each time a DVD was burned, and each time metadata for a video was added/edited. Please describe and provide a screen shot of a sample audit log showing all these actions.	YES Standard	YES Custom	NO
Comments and Explanation:			
193. The Digital Video Management software should provide the capability of adding notes to a video file describing why it was viewed or why metadata was changed.	YES Standard	YES Custom	NO
Comments and Explanation:			
194. The Digital Video Management software shall provide a summary report that shows all officers that have been entered in the system and last time each officer uploaded a file. Please describe and provide an example.	YES Standard	YES Custom	NO
Comments and Explanation:			
195. The Digital Video Management software shall provide a summary report that shows all officers that have been entered into the system and the amount of data the officers have uploaded over a specified period of time. Please describe and provide an example.	YES Standard	YES Custom	NO
Comments and Explanation:			
196. The Digital Video Management software shall provide a summary report that shows all video files that are larger than a specified size. Please describe and provide an example.	YES Standard	YES Custom	NO
Comments and Explanation:			
197. The Digital Video Management software shall provide an easy means of generating a chain of custody report which can be easily saved to a DVD along with a video file for courtroom purposes. Please describe this process.	YES Standard	YES Custom	NO
Comments and Explanation:			
198. Digital Video Management system should allow for additional files such as MS Word documents, JPEG files etc to be associated with a video file. Please describe.	YES Standard	YES Custom	NO

Comments and Explanation:

Active and Archival Storage

<p>199. The active storage system shall provide an automated mechanism for backing up digital assets to tape.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>200. The backup mechanism shall not result in a degradation or compression of source digital media.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>201. The means by which digital assets are moved from active storage to archival storage shall be as automated as possible. Please describe this process including any constraints on the equipment that may be used as an archive device, and identify any manual intervention required.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>202. The Digital Video Management software shall have the ability to retrieve videos from the active storage server or from archival storage. The department shall have the ability to retrieve individual videos from the archival device without going through a standard “restore” process of an entire drive, file system, or directory.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>203. The digital video management software shall allow the system administrator to set the retention parameters for active (active to archival) and archival (archival to deletion) storage from one central location.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>204. The digital video management software shall allow the system administrator to set the retention time frame in active and archival storage based on metadata associated with the video, as well as to specifically mark a video for a specific or indefinite (never delete) retention time in active or archival storage. Please describe the available retention and archival settings, including what criteria may be used to set retention and archival settings.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			

<p>205. The digital video management software should provide a means of electronic notification for each digital asset intended to be automatically removed, prior to removal from archival storage.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			

Video Access, Playback, and Export

<p>206. The Digital Video Management system shall include a client application that can be installed on individual workstations to allow authorized individuals to access video functions such as to view video and request a DVD to be created of the specified video. Please describe the viewing process and whether a file is copied locally for viewing purposes, also describe the DVD request, burn, and label process.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>207. The Digital Video Management system shall include a client application that can be installed on individual workstations to allow authorized individuals at a remote site such as a court room to access video functions such as to view videos. Please identify the network bandwidth requirements and any other special needs to provide this capability.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>208. The Digital Video Management system shall allow for at least 10 workstation users to simultaneously access video management functions. Please describe how the system handles multiple users without adversely affecting performance. Please identify the number of users which may simultaneously access the system to view videos without adversely affecting performance, if this is limited by hardware please provide sizing guidelines.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>209. If the DVM software can have a situation where a workstation user cannot logon due to the number of users already logged on, the DVM system shall provide the system administrator a means of identifying who is accessing the DVM system at any particular time and logging off one or more users. Please describe the capabilities of the system in this</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

manner.			
Comments and Explanation:			
210. The DVM system shall allow multiple concurrent workstation users to access the system while at least 30 uploads are being performed. Please identify the number of maximum concurrent uploads and concurrent workstation users that can be accommodated by the system without adversely affecting performance of the system, assuming that network bandwidth and number of upload stations are not a constraining factor.	YES Standard	YES Custom	NO
Comments and Explanation:			
211. A request to create a DVD of a video in active storage shall automatically cause a DVD to be burned and labeled with no user intervention other than to keep the DVD burner loaded with blank DVD's. Please describe.	YES Standard	YES Custom	NO
Comments and Explanation:			
212. A request to create a DVD of a video in archive storage shall automatically cause a DVD to be burned and labeled with no user intervention other than to keep the DVD burner loaded with blank DVD's. Please describe, including how the video file is retrieved from the archival device.	YES Standard	YES Custom	NO
Comments and Explanation:			
213. The Digital Video Management software shall provide the user with the ability to "mute" either channel of audio during playback to assist the user in determining the clearest channel of audio.	YES Standard	YES Custom	NO
Comments and Explanation:			
214. The Digital Video Management software should allow the user to view a time log of the video during playback. The user should be able to "skip" to any particular frame in the video by selecting a specific time frame or through the use of a slider control or similar mechanism.	YES Standard	YES Custom	NO
Comments and Explanation:			
215. The Digital Video Management software shall allow the person viewing a particular video to take a "snapshot" of a still frame of video and enhance the image without affecting the integrity of the original video.	YES Standard	YES Custom	NO
Comments and Explanation:			

<p>216. The Digital Video Management software shall be able to export video, audio, and metadata into a format which can be played on any PC running Windows Media Player or in a “standard” DVD player. Please describe the format and resolution the video/audio/metadata will be exported to, what data is or is not exported, and the compression and loss in quality to be expected during the export process, if any.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>217. The Digital Video Management software shall be able to export video, audio, and metadata into a format which can be edited by a standard video software editing package such as AVID.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>218. The Digital Video Management software shall be able to export video into a format which can be played on any PC running Windows Media Player or in a “standard” DVD player, without including audio or metadata. Please describe.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>219. Please provide a benchmark for the amount of time required to export a 1 GB video to Windows Media Player format, including identifying the source and output file resolution and format.</p>			
<p>Comments and Explanation:</p>			
<p>220. Please provide a benchmark for the amount of time required to export a 1 GB video to “standard” DVD format, including identifying the source and output file resolution and format.</p>			
<p>Comments and Explanation:</p>			
<p>221. The Digital Video Management software should be able to redact or distort portions of a video for playback to obscure faces or license plates to assist in maintaining confidential informant’s of juvenile’s identities. The original video file must remain untouched.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
<p>Comments and Explanation:</p>			
<p>222. The Digital Video Management software shall be able to manage large numbers of videos. Please identify the practical limit to the number of videos that can be handled in the online/active portion of the system. If this is limited by hardware please provide guidelines for sizing of hardware to</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>

manage a given number of video files.			
Comments and Explanation:			
223. The Digital Video Management software shall allow the user to search for videos on the system by selecting certain search criteria such as, date and time, officer I.D, type of infraction, type of offense, case #, Drivers license number, offender name, race. This list shall be customizable to allow the department to extend their video search capabilities.	YES Standard	YES Custom	NO
Comments and Explanation:			
224. The Digital Video Management software should have a customizable video search entry field, which will allow the department to associated additional search field criteria to the video after it has been uploaded, without affecting the original video. Please describe how many fields and what type.	YES Standard	YES Custom	NO
Comments and Explanation:			
225. The Digital Video Management software should allow for import of other digital media. Please describe these capabilities and what formats are allowed to be imported.	YES Standard	YES Custom	NO
Comments and Explanation:			
226. The Digital Video Management software should allow for an additional server to be located at a remote site. This additional server will allow for local upload of video and will automatically synchronize with the main server. Please describe these capabilities.	YES Standard	YES Custom	NO
Comments and Explanation:			

Reliability

227. MVR system shall maintain consistent audio/visual recording quality and not be adversely affected due to interference from any of the following sources: § High-powered television stations § Other radio frequency interference (including UHF, VHF, and 800Mhz transmitters) § Automobile alternator, ignition, and electrical systems § Automobile heaters / air conditioner fan motors § Other patrol vehicle electrical systems to	YES Standard	YES Custom	NO
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<p>include radios, emergency lights, siren, mobile data computers, and speed measuring devices</p> <p>§ Another GPS unit installed in the vehicle.</p> <p>§ High voltage power lines, traffic signals, neon signs etc.</p>			
Comments and Explanation:			
<p>228. When in operation, the MVR system shall not generate electromagnetic or radiation that interferes with communications or other electronic equipment found within a police vehicle.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>229. Loss of power to the system shall not result in the unit requiring reprogramming, reloading of software or Operating system software.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>230. Sudden loss of power shall not cause loss of any recorded data.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>231. The MVR system shall be able to return to a “ready to record” mode after sudden loss of power without requiring user intervention.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>232. The MVR vehicle system shall have a means of maintaining accurate date and time for up to 1 week with power removed.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>233. Date and time within the MVR system shall be self-adjusting for daylight savings time and leap years.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>234. The MVR system should have self-charging backup battery such that it continues recording upon loss of power, and should gracefully shutdown prior to available power being exhausted. Please identify how long the system can continue recording prior to shutdown, and what configurability is available.</p>	<p>YES Standard</p>	<p>YES Custom</p>	<p>NO</p>
Comments and Explanation:			
<p>235. Please identify the recording time that will be guaranteed in a unit that will otherwise result in the MVR system backup battery being replaced under warranty.</p>			
Comments and Explanation:			

236. Please identify the peak and operating load current draw of the MVR system as proposed.	
Comments and Explanation:	

Installation

237. All equipment shall be capable of installation in the following vehicles while still meeting the other requirements stated herein: Ford Crown Victoria, Dodge Charger, Dodge Magnum. Please describe dimensions and vehicle mounting options for the camera, recorder, wireless mic transmitter/receiver and any other required equipment.	YES Standard	YES Custom	NO
Comments and Explanation:			
238. MVR Equipment shall have a lifecycle of at least 6 years under law enforcement agency usage, or have replacement coverage under warranty and maintenance. Please provide expected lifecycle for all MVR components.	YES Standard	YES Custom	NO
Comments and Explanation:			
239. Please describe capabilities of installation in following vehicles while still meeting the other requirements stated herein: Chevrolet Suburban, Ford F-150, Motorcycles.			
Comments and Explanation:			
240. Equipment must not be installed in any original vehicle manufacturer’s designated air bag deployment zone.	YES Standard	YES Custom	NO
Comments and Explanation:			
241. Equipment must not be installed in such as manner as to interfere with a passenger in the front passenger seat.	YES Standard	YES Custom	NO
Comments and Explanation:			
242. Camera must be installed such that its field of vision is through the area cleaned by the vehicle wiper blades.	YES Standard	YES Custom	NO
Comments and Explanation:			
243. No item other than the camera shall extend below the AS-1 line. Reference Federal Motor Vehicle Safety Standard 205 [October 1, 2002] Glazing Materials (ANSI/SAE Z26.1).	YES Standard	YES Custom	NO
Comments and Explanation:			
244. Installation must meet all applicable Federal safety standards.	YES Standard	YES Custom	NO

Comments and Explanation:			
245. Items installed or located in the vehicle trunk shall remain in place during a reasonable foreseeable crash and shall not become a hazard to the vehicle fuel system or to passengers forward of the system.	YES Standard	YES Custom	NO
Comments and Explanation:			
246. No part of any equipment in the interior of the passenger compartment shall obscure for the 10% female through the 90% male SAE sizes any speedometer, warning lights, gauges, essential controls, or mirrors placed in the vehicle by the original equipment manufacturer. Further, no installed equipment will interfere with the operation of vehicle controls such as the transmission shifter, headlamp controls, windshield wipers, electric door locks, window controls etc.	YES Standard	YES Custom	NO
Comments and Explanation:			
247. Installed equipment shall be properly fused to minimize shock and fire hazards.	YES Standard	YES Custom	NO
Comments and Explanation:			
248. All systems shall be properly grounded according to applicable industry standards.	YES Standard	YES Custom	NO
Comments and Explanation:			
249. All wiring shall meet industry standards applicable to the wire application. For example, wiring and electronic components contained within the system housings such as the camera body and control panel body meet applicable Underwriters Laboratory (UL) standards for gauge, insulation type, fusing, connectors, heat sinks etc. Wiring exterior to these components will meet all applicable Society of Automotive Engineers (SAE) standards for gauge, insulation type, fusing, connectors etc.	YES Standard	YES Custom	NO
Comments and Explanation:			
250. Installations shall be neat with all wiring dressed and tie-wrapped away from operating controls of the vehicle. Tape is not to be used in place of tie-wraps.	YES Standard	YES Custom	NO
Comments and Explanation:			
251. Shrink wrap shall be used in areas prone to exposure to water from internal (i.e. A/C condensation) or external sources.	YES Standard	YES Custom	NO

Comments and Explanation:			
252. Appropriate service loops shall to be provided in the cables to allow for easy service of the mobile video system components.	YES Standard	YES Custom	NO
Comments and Explanation:			
253. Manufacturers shall provide information in their installer’s guide or owners manual that specifies the proper wiring, fuses, connectors, and connection points with the vehicle electrical system and grounding points.	YES Standard	YES Custom	NO
Comments and Explanation:			
254. The MVR system shall operate on a power source that is filtered, regulated, and short-circuit protected. The voltage supplied to the MVR system components shall meet the manufacturer’s specifications and shall not vary with fluctuations of the vehicle’s electrical system of between 9 and 18 volts.	YES Standard	YES Custom	NO
Comments and Explanation:			
255. All cables, fasteners, and other hardware required for installation shall be supplied.	YES Standard	YES Custom	NO
Comments and Explanation:			

Exhibit B – Reference List

1st Referral

Agency	
Date of initial deployment with first vehicle running in production	
Number of initially deployed vehicles	
Number of currently deployed vehicles	
Total Fleet size	
Type of upload and number of each (LAN, Wireless, removable media)	
Differences in hardware or software from what is proposed for the City	
Contact Name, number, email	

2ND Referral

Agency	
Date of initial deployment with first vehicle running in production	
Number of initially deployed vehicles	
Number of currently deployed vehicles	
Total Fleet size	
Type of upload and number of each (LAN, Wireless, removable media)	
Differences in hardware or software from what is proposed for the City	
Contact Name, number, email	

3RD Referral

Agency	
Date of initial deployment with first vehicle running in production	
Number of initially deployed vehicles	
Number of currently deployed vehicles	
Total Fleet size	
Type of upload and number of each (LAN, Wireless, removable media)	
Differences in hardware or software from what is proposed for the City	
Contact Name, number, email	

Additional Referrals

Additional referrals can also be provided at vendors' discretion.

Exhibit C – Price Form

Note: All quantities are estimated. Any quantities listed in this RFP as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise. Estimated quantities listed below are over a two-year period with the majority projected to be purchased in year one.

Vehicle Equipment

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
1	Recorder			269		
2	Primary camera			269		
3	Secondary camera			269		
4	Dash mounted LED record indicator			269		
5	Standard triggers <ul style="list-style-type: none"> • Record button • Wireless Mic • emergency lights or siren • impact sensor 			269		
6	In car speaker			269		
7	In car wireless microphone charger			269		
8	Wireless microphone transmitter/receiver			269		
9	Wireless			269		

	microphone belt clip or belt case					
10	In-car fixed microphone			269		
11	802.11g wireless external antenna			269		
12	Mute of vehicle AM/FM radio speakers			269		
13	Metadata recorded with video (siren, lights, speed, braking indicator)			269		
14	I/Mobile Interface			269		
15	LAN port			269		
16	Any software client licenses or codecs for vehicles			269		
Total Vehicle Equipment						\$

Optional Vehicle Equipment

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
17	Optional triggers <ul style="list-style-type: none"> • speed • acceleration • others 			269		
18	Additional metadata recorded with video per RFP			269		

	(Audio on, door opening, shotgun rack)					
19	GPS Interface (Ft Laud equipment)			269		
20	Additional removable media			25		
21	Additional wireless microphones			25		
22	Additional wireless microphone batteries			50		
23	Additional wireless microphone chargers			25		
Total Optional Vehicle Equipment						\$

Server and Workstation

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
24	Digital Video Management Software for the server			1		
25	Database server license			1		
26	Digital Video Management software, codecs & licenses for client			10		

	workstations (concurrent use)					
27	Reports per RFP			1		
Total Server and Workstation						\$

Upload Infrastructure

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty*	Unit Cost	Extended Cost
28	Docking station for removable media			6		
29	LAN upload station			6		
30	Wireless upload station			6		
Total Upload Infrastructure						\$

*Qty as recommended by vendor.

Backoffice and Upload station installation Services

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
31	Back office installation and configuration			1		
32	LAN upload station installation			6		
33	Wireless upload station installation			6		
34	Removable media docking station installation			6		

Total Backoffice and Upload station installation Services	\$
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Training

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
35	Administrative Training			1		
36	In car video system training			1		
Total Training						\$

Vehicle installation Services

Item #	Description	Vendor P/N	Manufacturer and Manufacturer P/N	Qty	Unit Cost	Extended Cost
37	Vehicle installation			269		
38	Optional triggers			269		
39	Optional metadata collection			269		
Total Vehicle Installation Services						\$

Other Services

Item #	Description	Vendor P/N	Qty	Unit Cost	Extended Cost
40	Year 1 - Warranty and Maintenance	Under Warranty	269	No Cost	No Cost
41	Year 2 - Warranty and Maintenance		269		
42	Year 3 - Warranty and Maintenance		269		

43	Year 4 - Warranty and Maintenance		269		
44	Year 5 - Warranty and Maintenance		269		
45	Year 6 - Warranty and Maintenance		269		
Total Other Services				\$	

Total Proposal Cost: \$