

# **THE CITY OF MARIETTA**

## **SOLICITATION FOR PROPOSAL**

### **BODY WORN CAMERAS FOR THE CITY OF MARIETTA POLICE DEPARTMENT**

**RFP-16-037771**



**CITY OF MARIETTA  
PURCHASING DEPARTMENT**

**205 Lawrence Street  
Marietta, Georgia, 30060**

**770-794-5257**

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**BODY WORN CAMERAS FOR THE CITY OF  
MARIETTA POLICE DEPARTMENT**

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# **INSTRUCTIONS FOR PROPOSAL SUBMITTAL**

## **ARTICLE 1 TIME AND DATE DUE**

The City of Marietta, a political subdivision of the State of Georgia (hereinafter "City of Marietta" or the "City") shall receive sealed proposals from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Georgia or authorized to conduct business in the State of Georgia until 11:00 A.M., Thursday, August 27, 2015 for the following:

### **BODY WORN CAMERAS FOR THE CITY OF MARIETTA POLICE DEPARTMENT**

**RFP-16-037771**

All proposal requirements shall be in accordance with Specifications and Requirements Pages SOW 1-8 and attached hereto.

## **ARTICLE 2 OPENING LOCATION & TIME**

Names of vendors submitting proposals shall be read out loud at 11:00 A.M., Thursday, August 27, 2015 at the City of Marietta Purchasing Department, First Floor, 205 Lawrence Street, Marietta, Georgia 30060. A public opening of proposals will not occur at the date and time indicated above. Proposals received will be officially recorded, and this recordation will be made available to the public. All proposals received will be turned over to the evaluation committee for opening, review, deliberation, and recommendation. Negotiations will be conducted in accordance with the procedures described in this solicitation.

## **ARTICLE 3 PRE-PROPOSAL CONFERENCE**

There shall be a Mandatory Pre-Proposal Conference to be held Wednesday, August 5, 2015 at 9:00 A.M., located at Marietta City Hall, 1<sup>st</sup> Floor, City Council Chambers, 205 Lawrence Street, Marietta, GA 30060. The purpose of the conference is to review the specifications and familiarize the bidder with the scope of the work. This is a Mandatory Pre-Proposal Conference and only registered attendee's proposals will be accepted.

#### **ARTICLE 4 DELIVERY REQUIREMENTS**

Any proposals received after the stated time and date shall not be considered. The time/date stamp clock located in the Purchasing Department shall serve as the official authority to determine lateness of any proposal. It shall be the sole responsibility of the proposer to have their proposal delivered to the City of Marietta Purchasing Department for receipt on or before the above stated time and date. If a proposal is sent by the U.S. Postal Service, the proposer shall be responsible for its timely delivery to the Purchasing Department. Proposals delayed by the mail shall not be opened at the public opening, and arrangements shall be made for their return at the proposer's request and expense. The proposal opening time shall be strictly observed. Under no circumstance shall proposal delivered after the specified time be considered. Such bids will be returned unopened.

#### **ARTICLE 5 CLARIFICATION & ADDENDA**

Each proposer shall examine all invitation for proposal documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the invitation to proposal shall be made through the City of Marietta, Purchasing Department. The City shall not be liable for oral interpretations given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

If any addenda are issued to this invitation for proposal, the City shall attempt to notify all prospective proposers who have secured the same. However, it shall be the responsibility of each proposer to contact the City of Marietta, Purchasing Department at 770-794-5257 72 hours prior to proposal due date to determine if any addenda were issued and to make sure such addenda is a part of their proposal. EACH PROPOSER SHALL ACKNOWLEDGE ALL ADDENDA BY SIGNING A COPY ADDENDA RECEIVED AND ATTACHING WITH PROPOSAL.

#### **ARTICLE 6 USE AND CLARIFICATION OF SPECIFICATIONS**

If there are any discrepancies in, or omissions from, the Drawings or Specifications, or if the proposer is in doubt as to the true meaning of any part of the Contract Document, he shall request clarification from The Purchasing Department. Such request shall be in writing and shall be made not less than seventy-two (72) hours prior to the time scheduled for the termination of proposal. Interpretations in response to inquiries for any proposer, clarifications or corrections issued in the form of addenda shall be mailed to each proposer. If the proposer fails to request clarification regarding methods of performing work or the material required, his proposal shall be deemed to include the method requiring the greater quantity of work or material or upon the material of greatest cost indicated.

#### **ARTICLE 7 BUSINESS LICENSE**

The proposer shall provide appropriate proof of a current Business License.

**ARTICLE 8 SEALED & MARKED**

**EIGHT (8) SIGNED COPIES OF YOUR PROPOSAL SHALL BE SUBMITTED  
IN ONE SEALED PACKAGE, CLEARLY MARKED ON THE OUTSIDE:**

**REQUEST FOR PROPOSAL  
RFP-16-037771**

**BODY WORN CAMERAS FOR THE CITY OF MARIETTA POLICE  
DEPARTMENT**

and addressed to:

**City of Marietta, Purchasing Department  
205 Lawrence Street  
Marietta, Georgia 30060  
Attention: Rick Churbock, CPPB  
Purchasing Supervisor**

**ARTICLE 9 LEGAL NAME**

Proposals shall clearly indicate the legal name, address and telephone of the respective proposer (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

**ARTICLE 10 PROPOSAL EXPENSES**

All expenses for making proposals to the City are to be borne by the proposer.

**ARTICLE 11 IRREVOCABLE OFFER**

Any proposal may be withdrawn up until the date and time set above for the opening of proposal. Any proposal not withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days to sell to The City of Marietta the goods or services set forth in the attached specifications until one or more of the proposals have been duly accepted by the City. All prices shall be quoted F.O.B. City of Marietta, Georgia.

Proposal modifications shall be accepted from a proposer only if received prior to the scheduled proposal opening, in writing, properly signed by the authorized representative of the proposer's (company, firm, partnership, individual). Proposal modifications shall be submitted as referenced in Article No. 8 and clearly marked "PROPOSAL MODIFICATIONS."

Mathematical errors shall be corrected by the City, i.e.: misplaced decimal points shall be corrected; in discrepancies between unit price vs. extended price, unit price shall govern; errors in extension of unit prices shall be corrected and mathematical errors shall be corrected.

**ARTICLE 12 RESERVED RIGHTS**

The City reserves the right to accept or reject any and or all proposals, to waive irregularities and technicalities, award the contract in the best interest of the City of Marietta or to request re-proposal. The City reserves the right to accept all or any part of the proposal and to increase or decrease quantities to meet additional or reduced requirements of the City

For each item or for all items combined, the proposal of the lowest, responsible and responsive proposer shall be accepted, unless all proposals are rejected. The lowest responsive proposer shall mean the proposer who makes the lowest proposal to sell goods and/or services of a quality which conforms closest to the quality of goods/and or services set forth in the attached specifications or otherwise required by the City, and conforms to all material aspects of the requirements set forth in the invitation for proposal. To be a responsible proposer, the proposer shall be fit and capable to perform the work as required, shall have the capability in all respects to perform fully the contract requirements, and shall have the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which shall assure good faith performance. Also, the City reserves the right to make such investigations as it deems necessary to determine the ability of any proposer to deliver the goods or service requested.

Information the City deems necessary to make this determination shall be provided by the proposer. Such information may include, but shall not be limited to current financial statements; verification of availability of equipment and personnel; and past performance records.

**ARTICLE 13 APPLICABLE LAWS**

Proposers shall be authorized to transact business in the State of Georgia. All applicable laws and regulations of the State of Georgia and ordinances and regulations of the City of Marietta shall apply to any resulting agreement.

**ARTICLE 14 CODE OF ETHICS**

With respect to this proposal, if any proposer violates or is a part to a violation of the State of Georgia, Code of Ethics for Public Officers and Employees, such proposer may be disqualified from furnishing the goods or services for which the proposal is submitted and shall be further disqualified from submitting any future proposals for goods or services for the City of Marietta.

**ARTICLE 15 COLLUSION**

By offering a submission to this invitation for proposal, the proposer certifies that the proposer has not divulged to, discussed or compared his proposal with other proposers and has not colluded with any other proposer or parties to this proposal whatsoever. Also, proposer certifies, and in the case of a joint proposal each party thereto certifies as to his/her own organization, that in connection with this proposal:

- 15.1 Any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other proposer or with any competitor;
- 15.2 Any prices and/or cost data quoted for this proposal have not been knowingly disclosed by the proposer and shall not knowingly be disclosed by the proposer prior to the scheduled opening directly or indirectly to any other PROPOSER or to any competitor;
- 15.3 No attempt has been made or shall be made by the PROPOSER to induce any other person or firm to submit a proposal for the purpose of restricting competition;
- 15.4 The only person or persons interested in this proposal, principal/principals is/are named therein and that no person other than therein mentioned has any interest in his proposal or in the contract to be entered into; and
- 15.5 No person or agency has employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or established commercial agencies maintained by the Purchaser for the purpose of doing business.

**ARTICLE 16 CONTRACT FORMS**

Any agreement, contract or Purchase Order resulting from the acceptance of a proposal shall be on forms provided by the City. Each proposer shall state in his proposal, in words and numerical, written in ink or typed, the price for which he shall perform the work or supply the items required by the specifications, plans and contract documents. Any erasures, delineations or alterations are to be clear and initialed by the person signing.

**ARTICLE 17 NOTICE OF ACCEPTANCE**

The contract shall be deemed as having been awarded when the formal notice of acceptance/contract is issued to the Contractor(s). After award and acceptance the successful Contractor(s) may be posted at the Marietta Purchasing website.

**ARTICLE 18 PROPOSAL FORMS, VARIANCES, ALTERNATES**

Proposals shall be submitted on attached City forms. **PROPOSERS SHALL SUBMIT PROPOSAL DOCUMENTS, ALL DOCUMENTS REQUIRING SIGNATURES AND ANY OTHER ATTACHMENTS (LICENSES, SPECIFICATIONS, ETC.) REQUIRED FOR THIS PROPOSAL BASED ON THE REQUIRED COPIES REQUESTED IN ARTICLE 8 WITH ORIGINAL SIGNATURES WHERE APPLICABLE.**

Proposers shall indicate any and all variances/exceptions from the City requested specifications, terms, and conditions on sheet entitled **“EXHIBIT A”** Providing there has been no variances/exceptions or alterations attached to said proposal, it shall be assumed that the proposer is meeting all requirement of the specifications. Alternate proposals may or may not be considered at the sole discretion of the City.

**ARTICLE 19 DISCOUNTS**

Any and all discounts shall be incorporated as a reduction in the proposal price and not shown separately. The price as shown on the proposal shall be the price used in determining awards.

**ARTICLE 20 DESCRIPTIVE INFORMATION**

Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the proposer wishes to make substitution to the specifications, proposer shall furnish to the City the name of the manufacturer, the model number, and other identifying data and information necessary to aid the City in evaluating the substitution, and such substitution shall be subject to City approval. Substitutions shall be approved only if determined by the City to be equivalent to the specifications. A proposal containing a substitution is not accepted until such time as it is approved by the City.

**ARTICLE 21 TAXES**

The City of Marietta is exempt from Federal Excise and State Sale Taxes; therefore the proposer is prohibited from delineating a separate line item in his proposal for any sales or service taxes. The City of Marietta does not intend to imply that a proposer has no independent tax liability.

**ARTICLE 22 USE OF TRADE NAMES**

Brand or trade names referenced in specifications are for comparison purposes only. Proposers may submit proposals on items manufactured by other than the manufacturer specified. In these instances, proposals shall be accompanied with all descriptive information necessary for a thorough evaluation of the proposed materials, equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variance from, or exception taken to the specifications.

Failure of any proposer to furnish this data shall be cause for rejection of specified item(s) to which it pertains.

**ARTICLE 23 REGULATIONS, CODES AND STANDARDS**

It shall be the responsibility of each supplier to assure compliance with any and all Codes & Standards including but not limited to OSHA, EPA LIFESAFETY, ANSI ASTM, UA and/or other Federal or State of Georgia rules, regulations or other requirements, as each may apply.

**ARTICLE 24 AUTHORIZED PRODUCTION REPRESENTATION**

The successful proposer(s) by virtue of submitting the name and specifications of a manufacturer's product shall be required to furnish the named manufacturer's product. By virtue of submission of the stated documents it shall be presumed by the City that the proposer(s) is/are legally authorized to submit, and the successful proposer(s) shall be legally bound to perform according to the documents.

**ARTICLE 25 INDEMNIFICATION, AND LIABILITY**

**A. INDEMNIFICATION**

The Contractor agrees to indemnify and save harmless the Owner, its agents, assigns, and employees from and against all claims, demands, liabilities, suits, judgments and decrees, losses and costs and expenses of any kind or nature whatsoever on account of injuries to or death of any person or persons or damage to any property occurring directly or indirectly from performance of work hereunder by contractor or his employees, agents, servants, associates or subcontractors however such injuries or death or damage to property may be caused.

**B. LIMITATIONS OF LIABILITY**

Owner shall not be liable in contract or in tort (including negligence) to Vendor, subcontractor or suppliers of Vendor, regardless of tier, for incidental or consequential damages arising out of or resulting from Owner's performance or nonperformance of its obligations under this Agreement, or from Owner's termination or suspension of the services under this Agreement.



**ARTICLE 27 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

The City of Marietta, Marietta, Georgia, in accordance with the provisions of Title VI of The Civil Rights Act of 1964(78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all proposers that it shall affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises shall be afforded full opportunity to submit proposals in response to this advertisement and shall not be discriminated against on the grounds of race, color, disability or national origin in consideration for an award.

**ARTICLE 28 DRUG FREE WORKPLACE**

The City of Marietta is a DRUG FREE WORKPLACE. It is required that the attached Drug Free Workplace Form (Exhibit B) be signed and returned to this office with the proposal. In the event of a tie proposal, receipt of a valid and accurate form may be used as basis for awarding the contract.

**ARTICLE 29 WORK AUTHORIZATION PROGRAM**

Contractor affidavit and agreement and subcontractor affidavit and agreement are attached (Exhibit C) it is required that these forms be signed and returned to this office with the proposal.

**EXHIBIT A**  
**ALTERATIONS /EXCEPTIONS**

**SPECIAL INSTRUCTION: ALL ITEMS SHALL BE TYPED OR PRINTED**

## **EXHIBIT B**

### **Drug Free Work Place Certification**

**Identical Tie Proposals - Preference shall be given to businesses with drug-free workplace program. Whenever two or more proposals which equal with respect to price, quality and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that has implemented a drug-free work place program shall be given preference in the award process. Established procedures processing tie proposals shall be followed if none of the tied vendors have drug-free workplace program. In order to have a drug-free workplace, a business shall:**

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.**
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.**
- 3) Give each employee engaged in providing the commodities of contractual services that are under proposal a copy of the statement specified in the subsection (1).**
- 4) In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under proposal, the employee shall abide by the terms of the statement and shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.**
- 5) Impose a sanction on, or require that satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.**
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.**

**As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**AUTHORIZED SIGNATURE**

## **EXHIBIT C**

### **Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with \_\_\_\_\_ (name of subcontractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice of receipt of an affidavit from any sub-subcontractor that has contracted with a sub-subcontractor to forward, within five business days of receipt, a copy of such notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:  
\_\_\_\_\_

**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract) and \_\_\_\_\_ (name of contractor) on behalf of THE CITY OF MARIETTA, GEORGIA has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to \_\_\_\_\_ (name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract). Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

\_\_\_\_\_  
Federal Work Authorization User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
Name of Sub-subcontractor

\_\_\_\_\_  
Name of Project

\_\_\_\_\_  
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_\_, 201\_\_ in \_\_\_\_\_(city), \_\_\_\_\_(state).

\_\_\_\_\_  
Signature of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME  
ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:  
\_\_\_\_\_

**EXHIBIT D**

**SPECIFICATIONS & REQUIREMENTS**

**For**

**Body Worn Cameras For The City of Marietta Police  
Department**

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## GENERAL INFORMATION

### SECTION 1

#### **1.1 Purpose of RFP**

The purpose of this Request for Proposal (RFP) is to provide sufficient information to enable an interested vendor (Vendor) to submit a proposal for Body Worn Cameras to the City of Marietta (City) and the Marietta Police Department.

#### **1.2 Background**

During the spring of 2015, the City Council requested that the Police Department began to evaluate options relating to body worn cameras for the city police department. The objectives of this RFP are to investigate the feasibility of implementing body worn devices for the sworn police department employees.

#### **1.3 Statement of Needs**

The Request for Proposal (RFP) is designed to solicit proposals from qualified contractors/consultants who will be responsible for supplying the body cameras and providing training for the use of the body cameras.

#### **1.3 Overall Requirements**

This RFP asks Vendors to propose a services suite appropriate for a cost-effective body worn camera system. Vendors may propose a solution containing one or more of the following capabilities, features, functions and or services. The City/BLW will select one to provide all services. Some of the types of devices and capabilities of these devices are on the next page. The City reserves the right to increase or reduce the quantity and change a type of device at any point in time during the RFP process.

## **CAPABILITIES AND OR FEATURES:**

1. Depending on pricing model, the number of requested individual body worn cameras will range from 120 to 155 cameras.
2. Unlimited Storage w/ **minimal** daily management of data.
  - a. Please describe storage solution and identify any 3<sup>rd</sup> party storage partners.
3. Automatically and securely transfers data to a private cloud during routine charging via WIFI or Bluetooth technology
4. Minimum 1 year warranty on hardware / software – annual tech support agreement will not exceed 7% of contract price.
  - a. Storage and retrieval costs included in annual contract
5. Retention schedule configurable by user/agency
6. Label/stamp video by Officer Name, Badge #, Case #, Date, Location (GPS)
7. Chain of Custody controls - audit trails & customizable permissions
8. Video must be shared through a link- secure
9. Multiple mount location options on officer's upper body – durable & maintains its position while officer is active
10. Rechargeable or easily replaceable battery in each BWC
11. Durable casing - waterproof/weatherproof
12. Minimum of 10 hours of recording on a single charge
13. Must have pre-record feature
14. 100 degrees or more of camera view
15. Must work with existing uniforms and standard technology
16. Various playback format options
17. Training on product – hardware/software – administrator abilities
18. Product(s) to T&E
19. Video can be edited by an administrator – not client based
20. 1080 HD (1920 x 1088) and 30 FPS as a requirement along with 10 hours runtime required.
21. Demonstration of product

## **ADDITIONAL QUESTIONS:**

1. How is the battery recharged/replaced?
2. Is the device instant-on with battery replacement?
3. How long does it take for the battery to recharge?
4. Is there a back-up battery in the event that the primary battery fails? If so, please explain.
5. Is there a visual and/or physical indicator of active recording? If so, please describe.
6. What is your certified International Protection Rating for Dust and Water protection?
7. What is your certified drop test rating per Mil Standard 810?

8. Describe any restrictions on downloading or uploading data outside of the formal process.
9. What is your maximum resolution for recording at 60 fps?
10. Does the unit have the ability to capture still photo? If yes, at what Megapixel?
11. Please describe night/ low light recording mode; distance, clarity and field of view.
12. What capabilities exist to prevent deletion or modification of any captured video on the device itself?
13. Is there functionality to allow for event marking at any time during recording? Please describe.
14. How is the application deployed and supported? Is it an on premise or cloud application or a hybrid?
15. How often is the application upgraded? Please describe the upgrade process for both the camera device as well as the back-end system.
16. How the video content is moved from the BWC to the application repository?
17. Where is the data stored (video, audio and metadata)?
18. How is the data backed up?
19. Are there restrictions on the number of simultaneous uploads?
20. What are the bandwidth requirements for one unit downloading the maximum video capacity?
21. Does your software allow video marking with searchable metadata?
22. What capabilities exist to audit system access and modifications? Please describe the chain of custody abilities to determine who has accessed, viewed, edited, or copied data.

**OPTIONAL SYSTEM FEATURES:**

23. Night vision – infrared optional
24. Activate when in-car camera activates – (optional)

**Your proposal must also include responses to the following:**

- a. Identify possible grant offerings from an external agency or within your firm.
- b. Please indicate what your existing customer base is today with the product in production. Beta customers or customers in a testing phase must be acknowledge as such.
- c. Please explain your demo testing program in detail.
- d. Explain your project management methodology.
- e. List in detail your project implementation plan.

- f. Please describe your support structure and your company's approach to support. This includes where support personnel are located and how many employees sit in a support role for your company.
- g. Please describe your training methodology.
- h. List of current law enforcement agency installs in production – preferably with approximately 150 sworn officers
- i. Describe your companies contractual commitments made to your subscribers. Enclose copies of the contracts.
- j. Describe the flexibilities built into the vendor's contract regarding changes to the wireless services.
- k. If you plan to use subcontractors for any portion of this project, please indicate what they will be providing.

#### **1.4 Multiple Support Options**

Does Vendor offer support options whereby equipment can be quickly shipped for replacement? If so, describe the support option. What are the charges related to equipment replacement?

#### **1.5.0 Delivery Date**

Vendors will specify in their proposals the delivery time of their services and/or products (i.e., how long from time of order to delivery of service).

#### **1.5.1 Hardware (if required; see Statement of Needs, Section 1.3)**

- a. List wireless equipment configuration(s) and costs of devices.
- b. Provide technical specifications to include type of technology proposed and any other specifications helpful in evaluating the system.
- c. Describe expansion and/or upgrade capability.
- d. Describe industry standards supported.

#### **1.5.2 Software (software if required or proposed)**

- a. List software relevant to data processing.
- b. Provide detailed information on standard documentation provided and costs for additional copies.
- c. List operating systems and browser that the application runs under if applicable.

**1.5 Miscellaneous**

Include in this section anything that might be considered important for the evaluation, but which cannot be included in another section of the proposal.

**1.6 Schedule of Events**

The City/BLW intends to progress in this study in a series of orderly steps. The schedule on the following page has been developed in order to provide adequate information for potential vendors to prepare definite proposals and to permit the Evaluation Committee to fully consider the various factors that may affect its decision.

**SCHEDULE OF EVENTS**

<b><u>EVENTS</u></b>	<b><u>DATE</u></b>
<b>Mandatory</b> Pre-Proposal Conference ..... 9:00 AM City Council Chambers, City Hall (205 Lawrence Street, Marietta, Georgia 30060)	08/5/2015
<b><u>This is a mandatory meeting</u></b>	
Final date and time for submitting proposal..... Opening 11:00 AM, Purchasing Department, City Hall	08/27/2015

## **THE SELECTION PROCESS**

### **SECTION 2**

The selection of a service provider to serve the needs of the City/BLW is an important task. It must address solving any current problems and consider needs arising within the next few years. It is recognized that there are probably several vendors who can provide a services that can adequately meet our body worn camera needs. The decision made will thus exercise both objective and subjective rationale in this selection process. This process is outlined in the following subsections.

#### **2.1 Evaluation Responsibility**

Representatives of the City/BLW will review and evaluate all proposals and will serve as technical advisors to the City of Marietta Council and the Board of Lights and Water Board.

#### **2.2 Evaluation of Responses**

Services provided, start up costs, operational costs, convenience, reliability, and versatility of the services are all significant factors that will be considered in the evaluation of proposals. The relative importance of these factors involves management judgment and will include both objective and subjective analysis.

Selection of specific proposed products will depend not only on cost, but also how the challenges stated in Section 1 are addressed. Service/training facilities, user friendliness of any proposed software/hardware, services, fees, and qualifications of local support personnel will also be considered.

Vendor proposals will be evaluated against the specifications as presented in the RFP. A vendor may be eliminated from consideration for failure to comply completely with one or more of the requirements depending on the critical nature of the requirements.

Those evaluating the proposals will use a specific set of criteria for evaluating the proposed system. The structure of the evaluation will be to assign points to each response in a number of categories. A non-response answer to a specific category will result in no points being assigned to the vendor for that class. The specific categories used for evaluation and the points that will be assigned for each class are presented on the next page.

## 2.2 Evaluation of Response

Description	Weight	Score (0-5)	Total	Max Score
Vendor's Experience	3	x		15
Camera and Hardware	5	x		25
Storage	5	x		25
System Management and Administration	5	x		25
Pricing	2	x		10
		<b>Total Score</b>		100

## 2.3 Vendor Demonstrations

Vendors will be requested to demonstrate operational performance, functionality of devices and customer service capabilities. A test evaluation period by the City/BLW for no more than fifteen (15) days, but not less than five (5) days, may be requested that would require a minimum of ten (10) evaluation units of various brands and models be furnished to the City/BLW at no cost to the City/BLW. The evaluations will only be scheduled at the request of the RFP evaluation committee.