



**REQUEST FOR PROPOSAL  
VIDEO MANAGEMENT SYSTEM & IN-CAR CAMERAS  
THE CITY OF EAST RIDGE POLICE DEPARTMENT  
July 21, 2020**

**I. PURPOSE OF REQUEST**

The City of East Ridge (“City”) invites proposals from qualified Contractors to provide a video management system and In-Car cameras, including all parts, and material necessary for the capture and preservation of vehicle operation and interactions between police officers and the public. Critical to the project is to minimally impact officers’ time required for entering data into the system related to an event type or case number, and the time required to transfer digital files from the in-car cameras to the a/v management system.

**II. TIME SCHEDULE**

It is the City’s intent to adhere to the following process and timetable resulting in the selection of a vendor. At the City’s discretion, it may change the estimated dates and the process set forth below, as it deems necessary including, but not limited to, interviews. **Proposals must be in writing in a sealed envelope and received by the City of East Ridge, Office of the City Recorder by 2:00 pm on July 30, 2020,** via U.S. Mail, Fed Ex, UPS, courier, or in person. Proposals must be clearly marked on the outside of the envelope “RFP for Video Management System & In Car Cameras 7/30/2020.” Proposals not properly marked will not be considered. Proposals will not be considered after the listed deadline regardless of postmark. The City reserves the right to reject any and all proposals and to waive informalities and minor irregularities in any proposal, and to choose a vendor, which in the opinion of the City, will best serve the interests of the City.

City issues RFP	07/21/20
Deadline for proposers to submit questions/clarification request in writing to City by 4:00 pm.	07/24/20
Deadline for City to respond to written questions to all parties receiving RFP.	07/27/20
<b>Deadline to submit proposals</b>	<b>07/30/20</b>
Notice of Intent to Award	08/06/20
Award of Contract by East Ridge City Council	08/13/20

### III. INSTRUCTION FOR PROPOSERS

A. All proposals must be addressed to:

**PROPOSALS FOR VIDEO MANAGEMENT SYSTEM & IN CAR CAMERAS**  
**City of East Ridge**  
**Office of the City Recorder**  
**1517 Tombras Avenue**  
**East Ridge, TN 37412**

B. The name and address of the proposing business must be shown on the **left top corner** of the envelope face.

C. All proposals must contain three (3) complete copies of the proposal. No facsimile, electronic, or telephone proposals will be accepted.

D. Proposals should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

E. The City Recorder or City representative will notify proposers that have been preliminarily selected near or on the date indicated in the above time schedule.

F. Proposal Submittal:

1. A proposed outline of tasks, products, and a project schedule.
2. A proposed budget based on the above outline of tasks, products, and schedules.
3. Provide three (3) police department client references within the last five (5) years who are willing to validate the proposer’s past performance on contracts of a similar size and scope.
4. A signed notarized copy of the Iran Divestment Act pursuant to TCA §12-12-106

### IV. SELECTION CRITERIA

<b>CRITERIA</b>	<b>WEIGHT GIVEN</b>
1. Responsiveness of the written proposal to the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by the Proposal that will demonstrate the quality of services.	10 POINTS
2. Price	40 POINTS
3. Ability, experience, financial resources, and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work, location, the character, integrity, reputation, judgement, and efficiency of the Proposer.	50 POINTS
<b>TOTAL CRITERIA WEIGHT</b>	<b>100 POINTS</b>

Each proposal will be independently evaluated on Criteria 1 through 3.

## V. SCOPE OF SERVICES

The following section details the scope of work and requirements of the City. Please respond to all applicable requirements in your response. Any additional materials and/or documentation can be referenced and attached with your submission.

The City's functional requirements for an In-Camera system shall or should include but are not limited to:

- Installation: Installation should not require stripping the vehicle to connect wires.
- In-Car Camera Monitor should not obstruct the view in the vehicle.
- Wireless Upload: Automatic wireless upload when in range 300 feet of the Access Point
- Camera Positions: External Camera View Front view and Cabinet (Back seat) View w/ Audio
- Multiple Resolution Encoding: Front camera records in two resolutions simultaneously.
- Two front cameras – primary HD with aimable lens, secondary fixed position HD panoramic camera
- Microphone Options: 3 (DVR, wireless, wired (back seat))
- Activation Options: Lights, Siren, Crash, Speed, Wireless Microphone, Manual.
- Video redundancy is required to ensure recordings will be preserved via a backup memory in case the vehicle is wrecked or damaged in any way.
- Recording Media 64GB solid state hard drive
- GPS integrated
- Video transfer: Wireless, Wired (ethernet), removable USB thumb drive

Functional objectives include off-loading a/v files from the In-Car Cameras to the long-term digital file storage system. Off-loading shall include but is not limited to:

- Secure transfer from end-to-end
- No ability to delete or modify files
- Minimal impact on officers' time to transfer files from In-Car Cameras to file management system/ Files
- Automatic Wireless upload via in-car equipment within 300 feet of the Access Point
- When off-loading, should have ability to manage security and chain of custody

Functional objectives include managing the a/v files once they have been off-loaded from the In-Car Cameras the video management system. Functions shall include but are not limited to:

- Create user accounts and manage users' rights
- When making DVD copies, it is preferable to have the ability to do so directly from video management system without a requirement to first copy to desktop
- Maintain log and/or chain-of-custody of any activity related to a/v files
- Automatically purge or delete a/v files based on event type with associated file retention

- Search for video based on date, time, officer ID, case number, event type
- Fast forward and rewind video during playback
- Current Retention Policy: 90 Days for “Other,” 3 Years for Misdemeanors, Indefinite for Felonies.
- Video sharing with the DA’s office shall be user friendly and accessed via links in RMS or electronic courier service.

The In-Car Cameras System hardware, software and file transfer methods shall be comprised of proven packages which are fully developed, tested, and supported. It shall be compatible with the Police Department’s system hardware, and shall meet the functional requirements specified.

The In-Car Cameras and Video Management System shall be installed on the City’s network.

The candidate shall provide a list of law enforcement agencies, and contact names, that are using the Video Management System the candidate is proposing.

Depending on overall project funding level and cost of solution, the City intends to purchase 2 In-Car Cameras during the current fiscal year & additional cameras as new vehicles are purchased. Selected candidate must be able to deliver cameras within 1 month of order placement.

## **VI. PRODUCT SUPPORT**

### **A. Technical Support**

1. The candidate shall provide support for all hardware and software products included under the proposed contract. Prior to Final Acceptance, the candidates’ support staff shall respond within four hours to all support calls placed during normal business hours. Support calls placed after normal business hours shall be responded to within four hours on the first regular business day following notification.
2. One year of software support shall be provided under the proposed contract with an option for an extended support contract.
3. The candidate shall provide a toll-free number for unlimited support calls.

### **B. Upgrades/Fixes**

1. Functional fixes to the software shall be provided as they are released at no extra cost. Supporting documentation reflecting modifications shall be supplied, when necessary, at no extra cost.
2. For as long as the Police Department maintains an active support agreement, upgrades and enhancements to the software shall be provided automatically at no additional costs. Supporting documentation for software reflecting upgrades and enhancements shall be supplied at no extra cost.

3. Software service packs should be available for download from the vendor's website. Upgrades should pull in any new features that were added to the camera system.
4. Equipment repairs shall not take longer than 2 months and shall be easily tracked. If equipment is not repairable, the candidate shall replace the camera with the same make and model or upgraded make/model that is compatible with the software or management system.

#### C. Documentation

1. The Police Department shall have full access to the In-Car Cameras System user manuals in hard copy and/or electronic pdf copy.
2. The candidate shall provide complete hard and/or soft documentation for the In-Car Cameras Video Management System installation instructions, system administration and maintenance, technical reference and user manuals.
3. A simple step-by-step user's manual shall be provided for the end users and administrators during on-site training.

#### D. Training

1. The selected candidate shall train personnel in the use of all In-Car Cameras and Video Management System hardware and software. Initial training shall be conducted on-site at the Police Department. Follow-up training can be provided on-site or on-line.
2. At a minimum, required courses are as follows:
  - Officer Training – provide training sessions on-site that instructs at a minimum 4 trainers in the use and operation of the In-Car Cameras and Video Management System. The training shall include operating the In-Car Cameras for the purpose of obtaining audio/video files, event tagging the file, and transferring the files into and from the Video Management System. Training shall also include using the Video Management System to search for and view a/v files.
  - System Administrator Training – Provide training on-site for two designated personnel who will act as system administrators for the Video Management System computer configuration and applications. The training shall include Video Management System administration tasks, software management functions and computer security. The training shall also include file management utilities and system procedures.
  - Course outlines for officer training and administrators training are to be submitted.

## VII. INSTALLATION SERVICES

### A. Services

1. The candidate shall provide installation and startup services including loading required software on the In-Car Cameras and Video Management System server and client applications.
2. Candidate shall coordinate all services with any authorized service center.

## VIII. SCHEDULE

Candidate shall provide a schedule to include delivery of a minimum of two (2) In-Car Cameras and Video Management System, hardware and software installation services, and training services.

## IX. GENERAL TERMS AND CONDITIONS

- A. Non-Discrimination:** The City of East Ridge does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
- B. Non-Collusion:** Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Tennessee or United States law.
- C. Payment Terms:** The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.
- D. Governing Law:** Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of Tennessee.
- E. Conflict of Interest:** Each proposer shall affirm that no official or employee of the City of East Ridge is directly or indirectly interested in this proposal for any reason of personal gain.
- F. Equal Employment Opportunity Clause:** The City of East Ridge has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Recorder's Office, located in City Hall-1517 Tombras Av. East Ridge, TN 37412 By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.

## **X. TERMS AND CONDITIONS**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified proposer if the successful proposal does not execute a contract within fifteen (15) days after the contract award.
- D. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP.
- E. After preliminary selection, and prior to contract award, the City will meet with the Proposer to review procedures for invoicing, payment, reporting, and if any, monitoring contract performance.
- F. The Proposer should expect to schedule meetings with designated City staff to review service performance.
- G. The City shall not be responsible for any costs incurred to the firm in preparing, submitting, or presenting its response to this RFP.

## **XI. CONTENTS OF PROPOSAL**

The proposal should include sections, numbered as follows:

- A. Contact information. Include the candidate's name and address, and the contact information (name, mailing address, email address, fax number, and telephone number) of the person whom the City should contact regarding the proposal.
- B. Legal Status of the Candidate and Signers. State the full, exact name of the candidate. State whether the candidate is an individual, corporation, limited partnership, general partnership, limited liability company, professional corporation, professional association, etc. If it is anything other than an individual or general partnership, specify the State under which the entity is organized. If the State under which the entity is organized is not Tennessee, specify whether the candidate has received a certificate of authority from the Tennessee Secretary of State to transact business in Tennessee. State whether the entity is in existence at the time the proposal is submitted, and if not, whether and when the candidate intends to officially form the entity. State the names and titles of the individuals who will sign the contract with the City.
- C. Qualifications, References, and Licenses. This part should include the candidate's experience on similar projects and include references and how to contact them. List the candidate's current licenses that are pertinent to this project.

- D. Project Team, Location of Work, and Subcontracting. State the names and qualifications of the individuals who will have responsibility for this project.
- E. Methods and Procedures. Include the work break down structure for this project.
- F. Compensation. Explain the entire compensation arrangement that you propose. Provide pricing broken out by:
  - 1. Equipment
  - 2. Initial configuration and set-up
  - 3. Yearly maintenance or licensing fees
  - 4. Training
  - 5. Ongoing technical support
  - 6. Additional requirements or services
- G. Assumptions regarding City's Actions and Participation. If your proposal assumes that the City will take certain actions, provide facilities, or do anything else, you should state these assumptions explicitly.
- H. Conflict of Interest. If the candidate has any grounds to believe there could be a conflict of interest, such as that a City employee who is involved in awarding the contact has a connection with the candidate, please explain.

**IRAN DIVESTMENT ACT CERTIFICATION**  
**EFFECTIVE DATE JULY 1, 2016**

**Chapter No. 817 (HB0261/SB0377). “Iran Divestment Act” enacted.** Amends Tennessee Code Annotated, Title 12 by adding Chapter 12, which is to be known as the “Iran Divestment Act.” The Act requires the chief procurement officer for the State, no more than 120 days after the effective date of this Act, to publish on the State’s website, using credible information freely available to the public, a list of persons determined to be engaged in investment activities with Iran. It prohibits a person identified on the list from contracting with a local government and makes any contract entered into void. It provides that after the effective date of this Act, **every bid or proposal made to a local government for goods or services, when competitive bidding is required, must contain the certification stated below**, subscribed and affirmed by the bidder as true under the penalty of perjury. The Act allows the certification to be submitted electronically. **It prohibits a bid from being considered or an award being made if the bidder does not provide the certification below to the local government**, except under limited enumerated circumstances.

I certify, under penalty of perjury, that the following statement is true:

“By submission of this bid, **each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to § 12-12-106.**”

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

<p><b>STATE OF</b> _____</p> <p><b>COUNTY OF</b> _____</p> <p>On this _____ day of _____, 20____, before me personally appeared, to me known to be the person (or persons) described in and who executed the foregoing instrument, and acknowledged that such person (or persons) executed the same as such person (or person's) free act and deed.</p> <p>Notary Public _____</p> <p>Print Name _____</p> <p>My Commission Expires:</p>
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