

REQUEST FOR PROPOSALS

January 6, 2021

Dear Vendor,

Enclosed you will find a request for proposals package for the procurement of an integrated in-car and body worn camera system for the City of Seaford Police Department. All pertinent information is contained within.

The proposals are due and will be opened at 2:00 p.m., on Wednesday February 10th, 2021, inside the Council Chambers at City Hall, 414 High Street, Seaford, DE.

Should you need clarification on any item, please contact Chief of Police Marshall Craft at 302-629-6645.

Thank you for reviewing this information and participating in our bidding process.

Sincerely,
City of Seaford

Charles Anderson
City Manager

Enclosure

CITY OF SEAFORD
REQUEST FOR PROPOSALS
Integrated In-Car, Body Worn and Interview Room Camera System for the
Seaford Police Department

Request for proposals (RFP's) will be received by the City Manager of the City of Seaford, 414 High Street, Seaford, DE 19973, until 2:00 p.m., prevailing time on Wednesday February 10th, 2021 for the procurement and installation of a **“integrated in-car and body worn camera system for the Seaford Police Department”** and all other related ancillary items for a completely functioning system. The proposals will be opened in the City Hall Council Chambers and read aloud at this time. The City Manager and staff will then evaluate them for compliance.

The best alternative proposal may be presented to the Mayor and Council at their regular meeting on February 23rd, 2021 at 7:00 p.m., in the City Hall Council Chambers, 414 High Street. They **may** be awarded at this time. The Mayor and Council reserve the right to reject any and all proposals.

RFP's must be submitted in a sealed envelope, addressed ATTN: Charles Anderson, City Manager, City of Seaford, P.O. Box 1100, Seaford, DE 19973. The outside of the envelope must be marked **“Attn: City Manager, RFP - integrated in-car and body worn camera system for the Seaford Police Department”** and the proposers name and address shall be shown thereon. All proposals must conform to the bid documents. Any exceptions will be evaluated for suitability and acceptance is at the sole discretion of the owner.

Complete specifications and contract documents will be available at the City of Seaford, 414 High Street, Seaford, Delaware 19973. Copies may be obtained by calling Tracy Torbert, City Clerk at 302-629-9173.

No proposals may be withdrawn after the scheduled time from the receipt of the information for a period of ninety (90) days. The City of Seaford reserves the right to reject any and all proposals and to waive any or all informalities in any proposal.

City of Seaford
Charles Anderson
City Manager

INFORMATION FOR RESPONDERS

RFP's will be received by the City of Seaford (herein called the "Owner") at the office of the City Manager, City Hall, 414 High Street, Seaford, Delaware until 2:00 p.m., prevailing time, on Wednesday, February 10, 2021; and then publicly opened in the City Council Chambers and read aloud.

Responders are advised the City of Seaford seeks an experienced and qualified firm to provide hardware, software, storage capabilities and installation services for a proposed integrated in-car and body worn camera system for the City Police Department. The anticipated scope of work includes, but is not limited to:

Planning, design, engineering, hardware and software procurement, installation, long-term video and data storage provisions, personnel training and other related services for the installation of a complete "turn- key" integrated in car and body worn camera system to be owned and operated by the Seaford Police Department. The intention is to equip twenty-six (26) department officers with body worn cameras and nine (9) department patrol vehicles with in-car cameras, video and data storage, retrieval and associated equipment, one (1) interview room camera with associated hardware, software and other incidental items and equipment. The proposals should also include the ability to record video in the interview room of the police department located at 300 Virginia Avenue, Seaford, DE 19973. The system shall be capable of capturing synchronized video from multiple vantage points.

The vendor response must include services for the storage, management, retrieval and sharing of captured video. The system shall provide automatic linking of recorded events for enhanced evidence management. Qualified companies will also provide a Service Agreement which includes service on equipment, hardware and software for a minimum period of 5 years. The service agreement provided by the Vendor will include the replacement of damaged equipment during the term of the agreement at no cost to the owner. The proposal must include initial training and setup of the cameras and associated support equipment. The City is requesting that the vendors also provide a five-year lease agreement with annual fix lease rate for the equipment and services outlined in the RFP.

Potential Vendors must demonstrate experience in designing and maintaining body worn and in-car cameras along with applicable storage solutions. The intent of this request for proposals is to acquire body worn and in car video cameras for public safety use that offers ease of use, functionality, recording and storage capabilities. Potential Vendors shall only submit one proposal per firm.

Proposals that do not conform to the mandatory items as provided in the proposal instructions will not be considered.

Each proposal must be submitted in a **sealed envelope**, addressed to the City Manager, City of Seaford, City Hall, 414 High Street, P.O. Box 1100, Seaford, DE 19973. Each sealed envelope containing a bid must be **plainly marked on the outside as "Attn: City Manager, RFP - integrated in-car and body worn camera system for the Seaford Police Department" and**

the envelope should bear on the outside the name of the Vendor and their address. If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope addressed to the OWNER. Any proposal received after that time and date specified shall not be considered.

The OWNER may waive any informalities or minor defects or reject any and all proposals. Any proposal may be withdrawn prior to the above scheduled time for the opening of the proposals or authorized postponement thereof. No potential vendor may withdraw a proposal within ninety (90) days after the actual date of the opening thereof.

Potential Vendors must satisfy themselves of the accuracy of the required work in the proposal documents by a review of the CONTRACT DOCUMENTS. After proposals have been submitted, the Potential Vendors shall not assert that there was a misunderstanding concerning the location, use of property or conditions outlined in the CONTRACT DOCUMENTS.

Information obtained from an officer, agent or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the Potential Vendor or relieve them from fulfilling any of the conditions of the contract.

The OWNER may make such investigation as they deem necessary to determine the ability of the Potential Vendor to provide the necessary materials and/or labor and equipment to carry out the work and the Potential Vendor shall furnish to the OWNER all such information for this purpose as the OWNER may request. The OWNER reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Potential Vendors fails to satisfy the OWNER that such Potential Vendors is properly qualified to carry out the obligations of the Agreement. A conditional or qualified proposal may be reason for disqualification.

Award may be made to the lowest, responsible responder. The Mayor and Council reserve the right to reject any and all proposals. The proposals may be presented to the Mayor and Council at their Regular Meeting on ^{February} 23rd, 2021 at 7:00 p.m., at City Hall, 414 High Street, Seaford, DE.

All applicable laws, ordinances and the rules and regulations of all authorities having jurisdiction over the WORK shall apply to the contract throughout.

Each Potential Vendor is responsible for reading and being thoroughly familiar with the CONTRACT DOCUMENTS. The failure of the Potential Vendor to do any of the foregoing shall in no way relieve any Potential Vendors from any obligation respective to their proposal.

THE MAYOR AND COUNCIL RESERVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

-END OF DOCUMENT-

SECTION I.

PROJECT BACKGROUND

The City of Seaford Police Department consists of 29 sworn officers and 7 civilian staff serving a population of approximately 7,200 persons in western Sussex County Delaware. The City currently owns and maintains a legacy in-car video recording system with limited video storage capabilities. The intent is to replace this aging equipment with a modern, state of the art integrated body worn and in-car camera with video sharing and storage capabilities.

GOALS AND OBJECTIVES

The intent of this request for proposals is to acquire an integrated body worn and in-car video camera system for public safety use that offers ease of use, functionality, recording and storage capabilities and affordability. Potential Vendors will also be required to provide training on the use of body cameras and associated systems. All proposals submitted must address the key components discussed in this RFP document.

The City of Seaford retains the option to select a limited number of vendors for up to one (1) month on-street/field test of body worn cameras, accessories and systems. All vendors not selected for this test will be eliminated and therefore not be considered to supply body worn cameras and/or a video storage solution to the Seaford PD.

SECTION II.

GENERAL CONDITIONS

DESIGNATED CONTACTS

Any explanation desired by a potential vendor regarding the meaning or interpretation of any RFP provision and or questions must be submitted in writing via email to Chief Marshall Craft Marshall.Craft@CJ.State.de.us. Questions must be submitted no later than Friday February 3rd, 2021. Responses to the questions will be published as an Addendum to the RFP by February 5th, 2021.

RFP SCHEDULE OF EVENTS

1. Release Request for Proposal – January 6th, 2021.
2. Deadline to submit written questions – February 3rd, 2021.
3. Response to written questions published in an addendum – February 5th, 2021.
4. Deadline for submitting proposals – February 10th, 2021 (Bid Opening Date)
5. Staff review of proposals after – February 10th, 2021.
6. Final recommended to City Council – February 23rd, 2021.
7. Tentative contract award date – March 1st, 2021.

REFERENCES

The City of Seaford Police Department staff reserves the right to check any reference(s), regardless of the source of the reference information, including but not limited to, those that are identified by the company in the proposal, those indicated through the explicitly specified

contacts, those that are identified during the review of the proposal, or those that result from communication with other entities involved with similar projects.

COMMUNICATION WITH STAFF

From the date the RFP is issued until a contract is executed, communication regarding this project between potential vendors and individuals employed by the City of Seaford or the Seaford Police Department is prohibited. Only written communication with the Chief of Police, as listed in this Request for Proposal, is permitted.

Once a determination is announced regarding the selection of a vendor, the Vendor will be permitted to speak with person(s) participating in contract negotiation, product delivery, training and support services.

Violation of these conditions may be considered sufficient cause to reject a vendor's proposal and/or selection irrespective of any other condition.

The following exceptions to these restrictions are permitted:

1. Contacts made pursuant to any pre-existing contracts or obligations; and
2. Presentations, key personnel interviews, clarification sessions or discussions to finalize a contract, as requested by The City of Seaford Police Chief.

PROPRIETARY INFORMATION

All information and data contained in the proposal becomes the property of the City and becomes public information upon opening the proposal.

If the Potential Vendor wishes to have any information withheld from the public, such information must fall within the definition of proprietary information contained within the state's Public Record/FOIA statutes.

All proprietary information the Potential Vendor wishes the City to withhold from the public must be submitted in a sealed package, which is separate from the remainder of the bid. The separate package must be clearly marked PROPRIETARY on the outside of the package.

APPLICABLE LAW

The laws of the State of Delaware shall govern, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located in the State of Delaware, regardless of the place of business, residence or incorporation of the Vendor.

Potential Vendors must also be an authorized vendor in the State of Delaware as authorized by Department of Technology (DTI).

SECTION III.

PROPOSAL SUBMISSION AND PROCESS

PROPOSAL FORMAT

The proposal submitted should not exceed 20 (twenty) pages. Other attachments may be included with no guarantee of review.

The Potential Vendor shall submit one clearly labeled original and three copies of their proposal. The name of the Potential Vendor firm shall be indicated on cover of the original and each copy.

Proposals shall be signed by an authorized representative of the offeror. All information requested must be submitted. Failure to submit all information requested may result in the City requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Mandatory requirements are those required by law or such that they cannot be waived and are not subject to negotiation.

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. Elaborate brochures and excessive promotional materials are not required or desired.

All proposals must be submitted in a sealed envelope plainly marked with the name and address of the Potential Vendor and the RFP title.

Proposals are to be mailed or delivered to:

Attn: Tracy Torbert, City Clerk

RE: **Integrated in-car and body worn camera system for the Seaford Police Department**

414 High Street

P.O. Box 1100

Seaford, DE 19973

No responsibility will attach to the City or any official or employee thereof, for the preopening of, post-opening of, or the failure to open a proposal not properly addressed and identified.

FAXED PROPOSALS ARE NOT ALLOWED AND WILL NOT BE CONSIDERED.

SECTION IV

PROPOSAL REQUIREMENTS

The Potential Vendors shall provide the appropriate information in sufficient detail to demonstrate that the evaluation criteria have been satisfied as specified. To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and attachments and be arranged in consecutive order.

Executive Summary.

This section shall serve to provide the Police Department with the key elements and unique features of the proposal by briefly describing how the Potential Vendor is going to provide the best solution. The Executive Summary should include a schedule of major milestones to accomplish the implementation.

The Executive Summary should also include a list of high risk or problematic areas which were identified during the proposal process that are reasons for concern. Potential Vendor will not be evaluated on this paragraph and cannot lose evaluation points for listing areas of concern. These concerns will be addressed with the successful Vendor during negotiations.

Experience & References.

Provide a list of at least three (3) references where you have provided similar goods and services to include name, address, contact name, phone number, number of cameras in use, number of years each has been using your system, and corresponding interfacing systems that will be used by the Department.

Conceptual Treatment of Project and Work Plan.

Describe in more detail the approach to the project. Include a preliminary project plan that includes Potential Vendor's concept of the project including the methodology to be used, proposed timeline, and the major deliverables to be produced. In addition, the Potential Vendor must provide and specify the roles and responsibilities for the City Police Department and the Potential Vendor providing the video storage solution. Include any assumptions and constraints.

License Agreement, must be provided for review and evaluation by the Department.

Delivery Time. The vendor state delivery time if they are the chosen vendor.

BUDGET NARRATIVE

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets must be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the vendor estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

The Budget Narrative must include the following:

1. Unit price for wearable cameras.
2. Unit price for in-car cameras.
3. Unit price for camera accessories (mounts, collars, etc.).
4. Unit price for evidence transfer managers (docking stations).
5. Unit price for interview room recording equipment.
6. Annual price for hardware maintenance and support.
7. Annual price for software maintenance and support.
8. Annual price for video & data storage anticipated. (Vendor must detail types of storage proposed i.e. cloud storage or other.)
9. Hourly rates for training services.

10. Any other applicable cost for the deployed system.
11. Five-year lease rate (including any finance charges shall be specifically listed) for entire system to be paid annually by the City.

Specifically, the initial order is estimated to be for twenty-six (26) body worn cameras with twenty-six additional batteries, nine (9) in-car cameras and one (1) interview room camera with associated hardware, software and other incidental items and equipment whether described herein or not to produce a complete and functioning system for the City of Seaford Police Department. All yearly lease fees will include maintenance and support fees and shall be provided at a "fixed" per year price. Operation of all software and hardware products shall be warranted for a period of 60 months from the date of acceptance at no additional cost. All costs for the system will be included in the annual lease rate provide to the City.

SECTION V.

EVALUATION OF PROPOSAL

Proposals will be reviewed by staff of the Seaford Police Department. Staff may select a "short list" of qualified Service Providers who may be formally interviewed and may be requested to provide a formal demonstration to the City. The contract will be awarded to the Potential Vendor whose proposal the City determines, in its sole discretion, is the most advantageous to the men of women of the Police Department and in the City's best interest. Evaluations will be based on the required criteria listed, and qualitative evaluation will also be based on:

1. Ease of solution's use
2. Ability to meet the requirements of the RFP Scope of Services.
3. Maintenance, training, and support offering.
4. Cost of Services.
5. Acceptance of City's RFP Terms and Conditions.
6. Best five-year lease rates and total cost of system.

SECTION VI.

WITHDRAWAL OF PROPOSAL

Potential Vendors may request withdrawal of a posted, sealed proposal prior to the scheduled proposal opening time provided the request for withdrawal is submitted to the Chief of Police in writing. The request for withdrawal can be mailed or emailed to Chief Marshall Craft. If a vendor wants to resubmit after withdrawal, the resubmitted proposal(s) must be re-submitted and time-stamped in accordance with the RFP document in order to be accepted.

No proposal may be withdrawn for a period of 90 calendar days after the date of proposal opening. All proposals received are considered firm offers during this period. The Potential Vendor's offer will expire after 90 calendar days. If a Potential Vendor intended for award withdraws their proposal, that Potential Vendor may be deemed non-responsible if responding to future solicitations.

SECTION VII.

REJECTION OF PROPOSAL

The City of Seaford reserves the right to reject any and all proposals received by reason of this request.

ADDENDUM TO THE RFP

If any addendum is issued for this RFP, it will be published by the City as an Addendum. The City of Seaford Police Department reserves the right to cancel or amend the RFP at any time.

SECTION VIII.

TECHNOLOGY INFORMATION AND REQUIREMENTS

All potential vendors must provide detailed and specific information on the following characteristics and requirements of their body-worn camera systems.

CAMERA AND SOFTWARE CONSIDERATIONS

Camera Characteristics:

1. Maximum total combined weight of device to be worn by officers, in ounces.
2. Minimum recording capability on a single battery charge, in hours.
3. Minimum storage capacity on the device, in hours.
4. Minimum sustained stand-by battery life without recharging, in hours.
5. Recording indicator visible to the operator.
6. Ability for the officer/operator to turn the recording indicator off and on.
7. Minimum field of vision, in degrees.
8. Low light functionality similar to the human eye.
9. Ability to disable night vision function.
10. Ability to transfer camera between multiple locations on the body.
11. Maximum number of wire or cable connections for the worn device.
12. Auto-tagging function for date/time, including hours, minutes, and seconds.
13. Ability of cameras and software to go back in time to capture a prerecorded event
14. Additional product literature.
15. Camera recording speeds and resolution.

Display and Access:

1. Ability to view the video in the field.
2. Presence of enhanced user authentication.
3. Ability to provide video redaction, incident recovery and smart device support as necessary.
4. Vendor shall include all required incidental items necessary for a fully functioning system in prices submitted. This shall include all wireless kits, Wi-Fi access points, and on-site system installation, start up and commissioning costs of whatever nature.
5. Vendor shall also outline additional features of system offered to enhance system functionality and usability such as redaction software, incident recovery or integration with other applications available in the marketplace.

System Warranty:

1. Minimum of a five-year (5) warranty for all patches, hardware, and software with option to extend warranty.
2. Full replacement of equipment if damaged or found to be non-functional by the OWNER at no cost.
3. Articulated Return Material Authorization process.
4. Maximum time allowed for replacement of inoperable equipment by the vendor.

Qualifications and Experience:

1. The Potential Vendor shall provide a history of the business including the date established, the type of ownership or legal structure of the business (sole proprietor, partnership, corporation, etc.), the length of time that the firm has been operating as the legal entity, and the length of time the firm has been providing the requested service.
2. The Potential Vendor shall list the proposed key members of staff to be assigned to the City's contract including their roles and estimated participation in delivering the services.
3. The Potential Vendor shall disclose and explain any litigation, threatened litigation, investigation, reorganization, receivership, filing, strike, audit, corporate acquisition, unpaid judgments or other action that could have an adverse impact on their ability to provide the required needs.
4. The Potential Vendor shall disclose and explain whether they have been unable to complete a contract, been removed from a contract, or been replaced during a contract period in the past five years.

Storage:

1. Ability to export video in an industry standard file format.
2. Ability of system to upload data with no user involvement.
3. Ability of system to utilize cellular, Wi-Fi or LAN communications protocols for data upload.
4. Ability for users to remotely download video from cameras.
5. Provide file storage management and retrieval system services for the camera system to include all necessary hardware and software.

OWNERSHIP AND PUBLIC RECORDS

The City of Seaford is a public agency as defined by state law, and as such, it is subject to the State's Public Records Law and FOIA regulations. Under that law, all of the City's records are public records (unless otherwise declared by law to be confidential) and are subject to inspection and copying by any person.

MAINTENANCE AND USER FEES

The City will not pay software maintenance or support fees until the functions and features are demonstrated as operational in production. The City shall be entitled to exercise its option to purchase Extended Maintenance for a given option period.

SECTION IX.

EVALUATION OF SELECTED CAMERAS

Testing Period:

The testing period will be performed, and during this time, the City will evaluate each camera to assess in a static and fluid environment based on the following:

1. Ease of Camera Use.
2. Camera Functionality.
3. Camera Sturdiness.
4. Video Download Capability.
5. In-car and body worn camera integration.

Vendors who pass the Technical Component evaluation criteria may be required to attend an assigned testing date and will provide training to police officers who will test that proposer's camera.

Each Potential Vendor will indicate any pre set-up requirements needed from Police Department staff or equipment required for training. On the assigned training day, each proposer will provide three working test units and training at no cost to the City. All units undergoing testing will be returned to the proposer at the proposer's expense following the testing and grading of the units.

System architecture and required capabilities

The installed system shall be capable of transmitting wireless video feeds 24 hours a day / 365 days a year from various interface locations designated by the City. The Vendor shall demonstrate how their customer service is robust enough to support 24/7/365 functionality for the OWNER. The City desires to utilize the most efficient cameras and wireless technologies available for the proposed system. The system shall be synchronized and have the ability to capture video from multiple vantage points. The installed system must be flexible and easily scalable. The system must also comply with all State, Federal, FCC, FAA, NEC and local laws and codes applicable to the installation.

Vendor shall also identify for the OWNER any items that will need to be provided as "make ready work" for the Vendors system and installation. Examples are cabling, mounting space, redundant virtual server availability etc.

Installed System Warranty Requirements

The contractor shall provide a factory five year comprehensive extended warranty to cover all installed systems and components within the prices bid.

Hardware and Software Agreements

The bidders shall include in their bid price all software upgrade costs for a minimum of the term of the lease.

Installed System Maintenance and Licenses Requirements

The bidders shall include in their bid price all system maintenance and licenses costs for the term of the lease.

Vendor Insurance Requirements

The successful bidder must also provide an insurance certificate prior to the commencement of work. Comprehensive Liability, Bodily Injury and Property Damage, and Workmen's Compensation will be required in the amounts listed herein. The contractor shall secure and maintain at his own expense, during the contract term a commercial general liability insurance which insures against claims for bodily injury, property damage, personal injury and advertising injury arising out of or in connection with, any operations or work under this contract whether such operations are by the contractor, its employees, or subcontractors or their employees. The policy shall provide minimum limits of liability as follows:

- \$1,000,000.00 combined single limit – each occurrence
- \$2,000,000.00 combined single limit – general aggregate
- \$2,000,000.00 combined single limit – products/completed operations aggregate
- \$1,000,000.00 Business auto liability – combined single limit
- \$500,000.00 Workers compensation – each accident, each employee
- \$3,000,000.00 Umbrella excess liability insurance.

All insurance shall name the owner; it's appointed and elected officials, officers, servants, agents and employees as insured. The commercial general liability policy shall afford coverage for the explosion, collapse and underground hazards, contractual liability and liability arising from independent contractors. Products and completed operations insurance shall be maintained for two years after completion of the project.

The contractor shall submit proposed insurance instruments to the City Manager prior to execution for approval.

End Of Proposal Requirements

VENDOR QUALIFICATION DOCUMENT

Company Name _____

Please provide a brief company overview to include number of employees and number of years in business

Please provide location of firm's headquarters and nearby offices

REFERENCES

Please provide the following information for customers who you have completed similar projects for:

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Provide brief description of services and contract value

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Provide brief description of services and contract value

Company Name:

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Provide brief description of services and contract value

Company Name: _____

Address: _____

Contact Name: _____

Contact #: _____

Email address: _____

Provide brief description of services and contract value
