

Invitation to Bid/Request for Quotation

Body Worn Camera System(s) for the City of Kirksville Police Department

The Kirksville, Missouri Police Department is desirous of purchasing an inexpensive, yet quality based, turnkey body worn camera system.

COMMUNITY/DEPARTMENT DATA

Kirksville is primarily an agricultural based community of 17,500 full-time residents located in a fairly isolated section of north central Missouri. It is home to Truman State University, ATSU - a medical school (the founding school of Osteopathic Medicine) and a new fully accredited dental school.

Kirksville is the largest community in the area with a daytime population well in excess of the census data and is an officially recognized micropolitan area with 30,000 residents.

The Kirksville Police Department (hereafter KPD) operates with 29 employees (26 commissioned), a budget of more than 2 million dollars, and a value based philosophy that puts community oriented policing into practice. Based on a number of factors the Department is fairly busy answering 29,000 calls for service every year.

Patrol Operations currently work 12 hour shifts.

INTRODUCTION

The City of Kirksville, Missouri (hereafter The City) will accept sealed bids for the purchase of a complete, turnkey, police Body Worn Camera System (hereafter BWC). Sealed bids will be received at the office of the City Clerk, Kirksville City Hall, 201 S. Franklin Street, Kirksville Missouri 63501, until 3:00 pm on November 22, 2016; at which time bids will be publicly opened and read aloud. Any bid with erasures or alterations of any kind shall be rejected as unresponsive. No proposal will be considered unless properly signed by a legally authorized agent of the bidder. Only bids written on the City's bid form will be accepted.

By action of the City Council, the municipal purchasing officers are encouraged to select products manufactured, assembled, or produced in the United States of America.

All products, if any, shall be F.O.B. City Hall, 201 S. Franklin, Kirksville, Missouri, 63501.

The City reserves the right to reject any and all bids, and to waive any and all irregularities and/or formalities as deemed appropriate in the sole discretion of the City, and to negotiate contract terms with successful bidder(s) and the right to disregard all nonconforming, nonresponsive or conditional bids. Discrepancies from any specification will not automatically disqualify a bidder, however, that deviation needs to be clearly identified and an explanation provided.

No bid may be withdrawn 60 days after the time for opening of the bids is past.

All bids are to be addressed to **City Clerk, City of Kirksville, 201 S. Franklin, Kirksville, Missouri, 63501**, and plainly marked on the lower left corner of the envelope – **Bid-Police Body Worn Camera System(s)**. Any bids received after the designated time of the announced bid opening shall be refused and returned to bidder unopened.

If bidder provides any work/support onsite; to the fullest extent permitted by Laws and Regulations BIDDER shall indemnify and hold harmless CITY and their consultants, agents and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of BIDDER, any Subcontractor, any person or organization directly or indirectly employed by any of them to perform or furnish any of the Work or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder or arises by or is imposed by Law and Regulations regardless of the negligence of any such party.

Bidder must adhere to the City's insurance requirements for standard contracts (attached).

The City does not discriminate in its decisions on the basis of ancestry, race, color, national origin, gender, gender identity, sexual orientation, marital status, religion, age, disability or any other basis that would be in violation of any applicable federal, state or local law in the provision of services.

Body Worn Camera System(s) for the City of Kirksville Police Department

General: To provide a complete (turnkey), including management software, BWC system(s).

It is the intent to fund sufficient cameras to equip the entire twenty person uniform division, and if possible, others (e.g. 3 person detective division) with individually issued BWC's. Total numbers of BWC's purchased will ultimately depend on cost.

As a result, the bid sheet will ask for an all-inclusive BWC/hardware per unit cost/price for up to 27 units.

Extent of Project: At its most basic this project will involve providing state-of-the-art BWC's, associated hardware (e.g. charging/docking stations, clips/attachments), advanced supportive software for in-house storage/review/retrieval/evidence, meticulous evidence management practices and acceptable warranties/technical support.

Final evaluation may involve a request for field trials to be evaluated by an existing BWC Evaluation Committee.

A draft BWC policy is available for review, upon request. This is a draft policy and may change based on the technical capabilities of the BWC system selected.

At this point in time, due somewhat to cost considerations, **City Management has clearly mandated that BWC data be stored in-house, on City servers.** However, if any vendor would like to submit a competitive bid for a cloud based, or hybrid, system they are free to do so (with no guarantees of any consideration).

General Specifications:

In most cases, unless otherwise specified, the requirements below and on the attached specification worksheet are bare minimum, not necessarily what is desirable. This will include:

1. The provision of a simple and complete (turnkey) BWC system(s).

Small, state-of-the-art, high quality BWC's, meeting the specifications included in the attached work/spec sheets (to be completed by the bidder).

The provision of adequate supporting hardware (e.g. chargers, docking stations/or similar technology, secure attachment devices) meeting the specifications included in the following specification sheets.

The provision of advanced supportive software for in house storage/review/retrieval/evidence management included in the attached work/spec sheets.

Long-term and responsive tech support.

One year complete warranty with an option to extend to three (3) total years.

**CITY OF KIRKSVILLE, MISSOURI
POLICE DEPARTMENT
BID
Body Worn Camera System(s) for the City of Kirksville
Police Department**

TO: City of Kirksville, Missouri

The undersigned, as bidder, declares that he/she is familiar with the requirements of the specifications; and if this proposal is accepted, to furnish a complete Body Worn Camera system for the City of Kirksville, Missouri Police Department for the following amount:

Bid Project Specifications

DESCRIPTION	<u>PER UNIT PRICE</u>
Small, state-of-the-art, high quality BWC's, and supporting hardware (e.g. chargers, docking stations/or similar technology, secure attachment devices), and all associated licenses, meeting the specifications included in the attached work/spec sheets.	\$ _____

The following elements can be bid as a single cost (as long as it covers up to 27 units) and/or per unit.

	<u>ONE TIME COST</u>	<u>PER UNIT PRICE</u>
Advanced supportive software for in house storage/ review/retrieval/evidence management (including all licenses).	\$ _____	\$ _____
At least a one year basic warranty on all equipment/ software/services.	\$ <u>Included</u>	\$ <u>Included</u>
Long-term and responsive tech support (beyond basic warranty period).	\$ _____	\$ _____
<p>You may also offer an OPTION (<u>not required</u>) of an extended warranty, and/or service contract, for a minimum of two additional years (three total), with another OPTION (<u>not required</u>) to continue for an additional three years beyond that (six total).</p>		
Basic/Extended two year total Warranty/Contract (3 year total)	\$ _____	\$ _____
Extended Warranty/Contract for an additional three years (6 years total)	\$ _____	\$ _____

TOTAL PER UNIT PRICE (excluding the extended warranty options) \$ _____
(figures)

(words)

TOTAL ONE TIME PRICE (excluding the extended warranty options) \$ _____
(figures)

(words)

ONE TIME COST

PER UNIT PRICE

IN ADDITION, BIDDERS MUST IDENTIFY ANY YEARLY AND/OR
ONGOING COSTS/CONTRACT FEES/LICENSE FEES BEYOND WHAT
IS COVERED IN THE BASIC BID/WARRANTY

\$ _____

\$ _____

I, the undersigned, as bidder, declare that I am familiar with the specifications desired, and if this proposal is accepted, I agree to enter into an agreement with The City to furnish the specified product(s) and services to the City of Kirksville within 60 calendar days of award.

Name of Company: _____

Address of Company: _____

Phone:(_____) _____

FAX:(_____) _____

Signature of Authorized Representative: _____

Print Name: _____

Title: _____

Date: _____

- If questions prior to bid, please contact:

Jim Hughes
Chief of Police
660-785-6945

NOTE: The included specification sheet(s) must be completed and returned with this bid form.

**Required
Work/Check Sheet**

**Body Worn Camera
System(s) for the
City of Kirksville, MO
Police Department**

Minimum Base Specifications	Meets Specs	If not, why?	Exceeds Specs	How?
HARDWARE	Y/N		Y/N	
Hardened interior and exterior				
Small/lightweight				
Turnkey operation				
Automatic centralized docking and simple automatic quick data transfer to only approved storage				
Weatherproof				
Quick charge times				
Impact resistant(prefer shock proof)				
Tamperproof				
One hand/one button (ambidextrous) operation				
Safeguard to prevent accidental activation and inadvertent deactivation				
Security lanyard or other loss prevention system				
Low light capable (provide good image)				
Realistically capture officer perspective				
Internal Memory 16 GB (prefer 32)				
One button record				
Visible status indicators (e.g. on/off, battery life)				
One year warranty (all parts) with option for extended warranty				
Large monitor/view on the camera (prefer 2" but NOT required)				
Allow immediate playback in the field with audio (audio is preferred but NOT required)				
High quality microphone (minimizing ambient noise)				
Variable resolution 480p-720p (Replay/record in color)				
Recording rate 30fps				
On camera screen display				

**Required
Work/Check Sheet**

**Body Worn Camera
System(s) for the
City of Kirksville, MO
Police Department**

Minimum Base Specifications	Meets Specs	If not, why?	Exceeds Specs	How?
Pre Event recording 30 seconds	Y/N		Y/N	
Long life batteries with 9 hours continuous recording				
16 hours standby time				
Firmly fixed, with high quality clip/attachment to upper torso on exterior of uniform				
Field of view 120 degrees				
Humidity resistant, including non-condensation				
In field categorization of video on the BWC unit with customized retention periods				
Temperature range -5 to 120 (degrees Fahrenheit)				
Scratch resistant lens (or other lens protection)				
Forward facing light, or other indicator, to allow public to know BWC is active/recording (Preferred, NOT required). This should also include the option to deactivate this indicator.				
Camera must identify assigned officer using the BWC, whether individual issue or pooled.				
Quick turn around for repair/replacement.				
Continued tech support beyond warranty period				
Easily/simple upgraded				
Audio only and video only options (preferred but NOT required)				
Secure/complete data wipe after download				
In field charging option (preferred NOT required)				
Ability to take still photos (preferred but NOT required)				

**Required
Work/Check Sheet**

**Body Worn Camera
System(s) for the
City of Kirksville, MO
Police Department**

Minimum Base Specifications	Meets Specs	If not, why?	Exceeds Specs	How?
SOFTWARE	Y/N		Y/N	
Complete evidence management/chain-of-custody				
Complete security management including detailed audit logs				
Ability to export files as needed				
Complete advanced user friendly search/viewing capabilities, including frame-by-frame				
Ability to simply/easily/accurately electronically redact/edit as necessary				
Must be compatible with Windows 7/10 64-bit and Server 2012 R2, and future upgrades of that system.				
Must be able to be easily/installed on the Department's servers(s) by the bidder				
Tamperproof				
Allow automatic download of BWC data into Department's servers(s)				
Ability to create new file with shortened/edited version				
Must automatically delete/save BWC as categorized in the field. Also the ability to manually delete				
Quick downloads				
Unlimited access to system administrator(s)				
Simply/easily allow playback of BWC data on other systems (not require special software)				
Complete (software and hardware) with all licenses				
Includes in-depth administrator training				
Includes staff training				
In consultation with the Department will develop a complete implementation plan				

CITY OF KIRKSVILLE
INSURANCE REQUIREMENTS FOR STANDARD CONTRACTS
FOR PROJECTS UNDER \$500,000 OR 180 DAYS IN LENGTH

INSURANCE PROVISIONS:

- A. Worker's Compensation: The coverage must include Employer's Liability with a minimum limit of \$1,000,000 for each accident and cover all employees meeting Statutory Limits in compliance with the applicable state and federal laws. The City reserves the right to waive the requirement for this provision upon the approval of the City Manager
- B. Comprehensive General Liability: Coverage shall have minimum limits of \$1,000,000 per Occurrence, Combined Single Limit for Bodily Injury and Property Damage Liability. This shall include: Premises and Operations, Independent Contractors, Products and Completed Operations, Broad Form Property Damage and XCU Coverage, and a Contractual Liability Endorsement. The City reserves the right to waive the requirement for this provision upon the approval of the City Manager
- C. Business Auto Liability: Coverage shall have minimum limits of \$1,000,000 per Occurrence, Combined Single Limit for Bodily Injury and Property Damage Liability, including Owned, Hired, and Non-owned Vehicles and Employee Non-ownership.
- D. Builders' Risk: Is required for construction of and/or additions to buildings or structures. It shall be all Risk coverage, with the limit of insurance to equal 100% of the completed value of the structure. A Waiver of Occupancy Clause must be included to allow the City to occupy the facility during construction. \$5,000 is the maximum Deductible Clause for each claim. And when a contract includes installation of machinery and/or equipment into an existing structure, the policy must include an endorsement covering same, including installation and transit.

SPECIAL REQUIREMENTS:

- A. The City of Kirksville is to be included as an Additional Insured on both the Comprehensive General, Business Auto Liability and Builders' Risk Policies. Proof to be provided with the actual endorsement page and insurance certificate.
- B. An appropriate Hold Harmless Clause shall be included.
- C. Current, Valid insurance policies meeting the requirement herein identified shall be maintained during the duration of the named project. Renewal certificates or cancellation notices shall be sent to the City 30 days prior to any expiration date.
- D. It shall be the responsibility of the contractor to insure that all subcontractors comply with the same insurance requirements that he is required to meet.
- E. Certificates of insurance meeting the required insurance provisions shall be forwarded to the Office of Risk Management.