



CITY OF GRIFFIN, GEORGIA

REQUEST FOR PROPOSAL

RFP #19-001

For

Body Worn Cameras

For all questions about this RFP contact:

Cindy Fay, Procurement Analyst
cfay@cityofgriffin.com

Deadline:
Wednesday, August 15, 2018 at 2:00 P.M.

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DEFINITION OF KEY WORDS USED IN THE SOLICITATION

For purposes of this solicitation, the following definitions shall apply:

Addendum - Revision to the RFP documents issued by the City prior to the receipt of proposals.

Agreement - Refers to the executed contract between the City and Supplier.

BWC – Body Worn Camera

City – City of Griffin and its authorized representatives

CJIS - Criminal Justice Information System

Contact Person - Purchasing staff designated by the City's Procurement Department to whom all communications must be submitted

GB - Gigabyte

GPD – Griffin Police Department

FOV – Field of View

FPS - Frames per Second

PIR – Passive Infrared (motion sensors) designed to detect humans (and large animals)

Project Manager – Technical contact for the project

Proposal - Document submitted by the supplier in response to this RFP

Request for Proposal (RFP) - All documents, whether attached or incorporated by reference, utilized for soliciting sealed proposals.

RMS - Records Management System

SAML - Security Assertion Markup Language

Scope of Work - All the services specified, indicated, shown, or contemplated by the Contract, and furnishing by the Contractor of all materials, equipment, labor, methods, processes, construction and manufacturing materials and equipment, tools, plants, supplies, power, water, transportation and other things necessary to complete such services in accordance with the Contract

Solicitation - Request for Proposal (RFP) or Invitation to Bid (ITB).

TB - Terabyte



REQUEST FOR PROPOSAL SPECIFICATIONS for 19-001 BODY WORN CAMERAS

1. SECTION I – SOLICITATION-SPECIFIC INFORMATION

Information in this section is proposal-specific. Any conflicting information stipulated in this section shall supersede the General Terms & Conditions noted in Sections II - VII.

1.1. PURPOSE

The City of Griffin (City) shall receive sealed proposals from qualified suppliers authorized to conduct business in the State of Georgia to provide to its' police department Body Worn Cameras and video management system including off-site storage, along with all required service and maintenance.

1.2. SCHEDULE & SUMMARY

This Request will be governed by the following schedule and criteria:

DATES

Release of Request	Friday, July 13, 2018
Pre-Conference Meeting	No
Questions due	Wednesday, August 1, 2018 by 2:00 PM
Responses due	Wednesday, August 15, 2018 by 2:00 PM
Response Submittals Required	Technical: Five, <u>in addition</u> to one original <u>PLUS</u> one electronic copy Cost: Two, <u>in addition</u> to one original

Note: Cost submittal is to be sealed separately from the technical response (all cost sheets may be included in the separate sealed envelope).

Public opening	No
Bonds required	No
Professional Liability Insurance	Not Required for this RFP
Project manager	Mike Natale; mnatale@cityofgriffin.com

1.3. SCOPE OF WORK

The City of Griffin (City) shall receive sealed proposals from legal suppliers authorized to conduct business in the State of Georgia to provide Body Worn Cameras and video management software including off-site storage, along with all required service and maintenance to its' police department. The initial contract will be for a period of one year with up to four (4) renewals. Detailed specifications are listed in the Specification and Response section beginning on page 19. Note that the Specification and Response section is also available on our website as a form.

BACKGROUND

The City's Police Department has been evaluating options relating to body worn cameras for its' department. The objectives of this RFP are to obtain appropriate information to select the optimum supplier for the City and begin the implementation of body worn devices for the sworn police department employees.

1.4. PACKAGING/SUBMISSION REQUIREMENTS

The following information and/or documents MUST be included with the supplier's response and in the order listed below:

- a. ___ Information/Cover Page (*supplied*)
- b. ___ Bid Response Disclosures & Acknowledgement sheet (*supplied*). **Note: Non-Collusion and Conflict of Interest Disclosures section must be notarized**
- c. ___ Pricing Sheet (*supplied*)

- d. ___ References Sheet (*supplied*)
- e. ___ Company Registration paperwork – **to be done online***

* If a complete and compliant (both required documents uploaded) registration has been submitted online, you may include a statement that you have a completed registration on file. Instructions and forms for registration may be found on the City’s website under Resources.

1.5. EVALUATION CRITERIA

It is imperative the submitted proposal fully address all aspects of the RFP. The proposal response must provide the City’s evaluation team with clearly expressed information concerning the supplier’s understanding of the City’s specific requirements. All proposals received will be reviewed by the Procurement Agent to ensure that all administrative requirements of the RFP package have been met. All proposals that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation. The Evaluation Committee will review all proposals received and determine a ranking based on the information provided. As previously indicated, the Evaluation Committee may, in its sole discretion and in the course of its evaluation, arrange a site visit or request presentations/demonstrations with one or more of the selected suppliers.

The basis of selection will be the best evaluated response suited for this project. Other considerations in addition to price will include, but are not limited to:

- Ability to meet the City’s specifications & provide the service
- Experience
- Quality of workmanship and products used
- Timeliness of project completion
- Additional costs to the City
- Prior Supplier performance
- References
- Guarantees and warranties
- Value added services and/or options
- Financial solvency

At the City’s discretion, a short list of the most qualified suppliers may be compiled during the evaluation process and additional information requested regarding their submittals may be, either in writing or in a presentation and interview session. The City reserves the right to request product demonstrations or to conduct site visits to assess installations similar to the one proposed.

1.5.1. SELECTION CRITERIA

The following categories will be graded and used for the selection of the successful supplier. Only those submittals that pass the mandatory requirements will be evaluated. Weightings are approximate:

- Technical capability of product, ease of use 30 %
- Fee Schedule –Business model 25 %
- References /Staff Experience/Reputation 20 %
- Support offering and Ongoing support 15 %
- Added Value 10 %

The City reserves the right to accept the BEST-EVALUATED RESPONSE as deemed by the Evaluation Committee, which may or may not be the lowest monetary response.



REQUESTS FOR PROPOSAL GENERAL PROVISIONS

Sections II - VII review the general terms and conditions. **Any RFP-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

2. SECTION II – COMMUNICATION OF INFORMATION

All information, notices and addenda regarding this RFP shall be posted on the City's website. It is the Supplier's responsibility to check the site on a regular basis in order to confirm they have the most current information before submitting a response. Subsequent to the opening, all status notices will also be posted on the City's website.

2.1. RESTRICTIONS ON COMMUNICATIONS WITH STAFF

All questions about this RFP must be submitted in the following format:

Company Name
- Question
Citation of relevant section of the RFP

All questions regarding specification/technical issues must be in writing to the Project Manager for this RFP (with a 'cc' to Procurement). The Project Manager, contact email and deadline for questions is noted in section 1.2.

All questions regarding administrative issues must be in writing to the Procurement Analyst:

Address: Cindy Fay
Procurement Analyst
City of Griffin
P. O. Box T, Griffin, GA 30224

Email: cfay@cityofgriffin.com

No questions other than written will be accepted. No response other than written will be binding upon the City. Questions will be combined into one list of questions and responses and will be posted on the City's website as an addendum.

From the issue date of this request until an award has either been made or deemed closed for other reasons, institutions or individuals providing submissions are not permitted to communicate with members of the commission, the evaluation team or City employees, other than Procurement, with regard to the purpose or intent of this document. The ONLY exception to this is the submission of written technical questions to the project manager with Procurement copied. The City reserves the right to reject the submission of the offending supplier if this provision is violated.

Any updates or changes to this and related documents will be posted on the City's website (<https://vrapp.vendorregistry.com/Bids/View/BidsList?BuyerId=52b8c206-866a-4ed2-b7b8-bef7db8a901b>) or by selecting "Resources" and then "Bid Opportunities" from the City home page. **It is the Supplier's responsibility to refer to the website for any addenda or other pertinent information before responding to this RFP request.**

2.2. PUBLIC DISCLOSURE AND PROPRIETARY INFORMATION

All bids and any other public record with respect to solicitation shall be subject to public inspection, upon request, after the posting of the Notice of Intent to Award (NOIA) or Notice of Award (NOA). This is being done in order to protect the integrity of the procurement process unless otherwise required by law. For any Open Records requests, the City may assess fees for the costs of producing these public records as permitted by the Georgia Open Records Act.

Exceptions to the availability of information include 1) bona fide trade secrets meeting confidentiality requirements that have been properly marked and documented; 2) matters involving individual safety as determined by the City; 3) company financial information requested by the City to determine supplier responsibility; and 4) other constitutional protections. All documents that are to be proprietary and confidential are to be clearly marked as such.

Information received in response to this request will become the property of the City and will not be returned. If a proposer feels that any information is confidential or proprietary in nature, the proposer must prominently mark and initial such information as "PROPRIETARY INFORMATION". The City will not release or divulge such information to third parties without the consent of the Proposer unless required to do so by applicable law or order a court of competent jurisdiction.

3. SECTION III –OVERVIEW AND PROCEDURES

Sections II - VII review the general terms and conditions. **Any RFP-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

3.1. COMPANY BACKGROUND & EXPERIENCE

Suppliers that have not contracted with the city in the past 2 years must provide a list of clients for whom similar services, as detailed in this RFP, have been provided during the past 3-4 years. References must be for the organization or person submitting the response. Subcontractor's references are not acceptable.

The list must include:

Dates of service

Name of contact person

Title of contact person

Phone number of contact person

The Supplier will also disclose any services terminated by the client(s) and the reason(s) for termination.

Failure to provide this information will disqualify the submission response.

3.2. REFERENCES

References should be for historical projects of similar size and scope. Details regarding these references are noted in the Specifications and on the Reference page.

3.3. RFP REQUIREMENTS

3.3.1. SPECIAL CONDITIONS

By submitting a response, Suppliers certify that their proposals are made without collusion or fraud and they have not offered or received any inducements in connection with their proposals. They further agree that this solicitation and any resulting contract shall be governed in all respects by the laws of the State of Georgia and they shall comply with applicable federal, state and local laws and regulations. Any contracts or leases resulting from the award of a RFP are to be for a period of not more than one year, with four renewal options for a total period not to exceed five years. Any exceptions to this policy must be noted and agreed to by both parties in writing, prior to the issuance of the Notice of Award. Pricing must remain firm for the duration of the initial term of the resulting contract; failure to hold firm pricing for the initial contract will be considered as sufficient cause for termination.

Any resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. Specifications noted in this RFP shall be incorporated into the resulting contract. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

The City reserves the right to reduce or increase the scope of the project if the lowest responsible and responsive Supplier's submittal is not in line with the budgeted amount for the project. The City, at its sole discretion, reserves the right to increase or decrease the scope of work to facilitate an award. This scope reduction will be enacted only if it is in the best interest of the City and constitutes no guarantee of scope.

The City also reserves the right to add to the contract any future work or purchased goods, with the agreement of the supplier, at prices offered in this awarded response. This option will be enacted during the contract or within six months subsequent to the end of the contract, if in the best interest of the City and with the agreement of both parties.

3.3.2. RESPONSES

In responding to a RFP, ALL item numbers with appropriate formatting must show some type of acknowledgment in order for the response to be properly evaluated. Failure to respond to all specification criteria items when requested may be deemed as sufficient reason to reject a submission. If response forms are not provided for all specification detail items, any non-compliance must be clearly marked, detailed and included with the response submittal. Any items not identified shall be deemed as in compliance. Suppliers must: 1) complete any/all required forms; 2) indicate any disagreement on each mandatory requirement and, if requested, provide additional information on how the specifications will be exceeded or not met; and 3) provide complete and detailed responses to any and all non-mandatory requirement that can be fulfilled.

If determined to be in the City's best interests, a Best and Final Offer (BAFO) may be requested. A BAFO may be requested when:

- The prices for all responsive and responsible submittals exceed budget;
- No single responsive and responsible submittal meets all requirements;
- When all responses are unclear or deficient in one of more areas;
- When the grading scores of two or more submittals require additional evaluation;
- At the discretion of the evaluation team to clarify submittals or to negotiate costs or other deliverables.

3.3.3. PACKAGING OF SUBMITTAL RESPONSE

Submissions must be by the following method:

No e-mail, fax or scanned submissions will be accepted. Hard copies are to be submitted in a sealed package containing an unbound original and the number of copies specified in Section I. The sealed package must be labeled on the outside as follows:

**(Supplier Name)
RFP # (RFP Number)
(RFP Title)**

Supplier response to this solicitation must consist of the following documents in addition to any specific information requested:

- Pricing
- Schedule of proposed work (when applicable),
- Completion Schedule (when applicable),
- Supplier Registration is to be completed online, with the following forms needing to be uploaded
 - Supplier Affidavit (E-Verify) (*available online*),
 - W-9 (*available online*),
 - Some responses may require an additional notarized Supplier affidavit. (*see section 1.4*),
 - o *The City cannot award to a supplier that is not registered and compliant,*
- Tax Compliance form (required if over \$99,000) (*supplied if required*),
- Reference list of a minimum of three (3) references (*supplied*).

3.3.4. SUBMISSION OF RFP RESPONSE

The original and specified copies of the response must be delivered to the Procurement Department no later than **the time and date specified in Section I. Any response received after stated time or delivered to department other than Procurement will not be accepted. The City of Griffin will not be responsible for any responses not received by the Procurement Department prior to the deadline.**

Responses must be submitted to:

**City of Griffin
Attention: Cindy Fay, Procurement Analyst
P. O. Box T, Griffin, GA 30224**

Or delivered to:

**Attention: Cindy Fay, Procurement Analyst
100 S Hill Street, 3rd Floor
Griffin, GA 30223**

***Note: Notify Procurement via email (cfay@cityofgriffin.com) if submittal is mailed via Post Office (USPS).**

3.3.5. ALTERNATE DOCUMENTS

Documents prepared by the City must be used for the submission of the RFP Response. Alternate document forms or forms that deviate from the requirements of this solicitation may not be considered. Suppliers shall not insert in their submission any written statement which will have the effect of making any material change or changes in the Scope of Services or in any contract between the parties covering the subject matter thereof.

3.3.6. ADDITIONAL INFORMATION/ADDENDA

The City will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the opening date. Suppliers should not rely on any representations, statements, or explanations other than those made in this Request for Proposal and its' addendums. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail. It is the Supplier's responsibility to check for addendums (under Bid Opportunities) on the City's website.

Suppliers must acknowledge any issued addenda. Response submittals which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the response submittal if the addendum contains information which substantively changes the City's requirements.

3.3.7. PROPOSAL PRICING, ERRORS AND OMISSIONS

3.3.7.1. In the event there is a discrepancy between a unit price submitted and the extended price, the unit price will prevail.

3.3.7.2. All corrections, changes or erasures to the proposal submission are to be initialed in ink.

3.3.8. WITHDRAWAL OF RESPONSE

A Supplier may withdraw his response before the submittal deadline without prejudice to the Supplier by submitting a written request of withdrawal to the Procurement Analyst.

3.3.9. LATE SUBMITTAL, LATE MODIFICATIONS & LATE WITHDRAWALS

Response submittals received after the RFP opening date and time will not be accepted. Modifications to responses received after the opening date will not be considered. The City assumes no responsibility for the premature opening of a submittal not properly addressed and identified or not delivered to the proper designation.

3.3.10. MINIMUM ACCEPTANCE PERIOD

Responses shall be valid and may not be withdrawn for a minimum period of 90 days from the date specified for receipt. Suppliers will be asked for an 'expiration date' for their response, when exceptions are appropriate. This does not impact the contract price once awarded.

3.3.11. DISQUALIFICATION OF RESPONSES OR SUPPLIERS

Suppliers may be disqualified from participation in the RFP process for reasons which include, but are not limited to the following:

- 3.3.11.1. Evidence of collusion;
- 3.3.11.2. Attempting to manipulate the submittal pricing for its' own benefit (i.e. pricing resulting in a failure of the City's ability to enforce the Contract or impose the remedies intended following breach by Supplier);
- 3.3.11.3. Being in arrears on any of its existing contracts with the City or in litigation with the City or having defaulted on a previous contract with the City;
- 3.3.11.4. Being in arrears on taxes owed to the State of Georgia;
- 3.3.11.5. Poor, defective or otherwise unsatisfactory performance of work for the City or any other party on prior projects which, in the City's judgment and sole discretion, raises other party on prior projects which, in the City's judgment and sole discretion, raises party on prior projects which, in the City's judgment and sole discretion, raises doubts as to Supplier's ability to properly perform the work;
- 3.3.11.6. Any offering of gifts, unauthorized compensation or other unethical actions to City employees with respect to interest in any business activity; or
- 3.3.11.7. Any other cause which, in the City's judgment and sole discretion, is sufficient to justify disqualification of the Supplier or the rejection of their submittal;

3.3.12. REJECTION/CANCELLATION/AWARD

The City reserves the right to:

- a) reject any and all submittals received outside the time/place stated in the notice;
- b) reject any submittals which show omissions, irregularities, alteration of forms or unsolicited responses;
- c) waive any minor technicalities of form, or formalities of the responses without prejudice to other responses;
- d) reject any or all responses or any part thereof;
- e) obtain clarification on any point in a respondent submittal or obtain additional information;
- f) accept the proposal that is in the best interest of the City, regardless of whether it is the lowest submission;
- g) award the proposals received on the basis of individual items or on the entire list of items.

The City also reserves the right to cancel this RFP at any time and will not be liable for any cost/losses incurred by the Supplier throughout this process.

Where applicable, the City reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the City. If the City determines that an aggregate award to one Supplier is not in the City's best interest, "all or none" offers will be rejected.

3.3.13. COST INCURRED BY SUPPLIERS

All expenses involved with the preparation and submission of the response submittals to the City, or any work performed in connection therewith, are the responsibility of the Supplier(s).

3.3.14. RFP OPENING

All RFP responses will be opened on the pre-determined opening date. The response submittal details and related documents will not be reviewed at the opening; they will be turned over to an evaluation committee. No announcements or awards will be made or implied at this time. The Status field on the City's website will be updated following any change in the RFP process. Refer to section 2.1 for details regarding this Status. **Any RFP-specific exceptions to the 'non-public opening' will be noted in the Schedule (section 1.2).**

3.3.15. AWARD AND RESULTING CONTRACT

Award will be made to the lowest responsive and responsible Supplier whose submittal is compliant to the terms of this solicitation request. The quality of the articles to be supplied, their conformity with the specifications, their suitability to the requirements of the City, the delivery terms and other criteria, as well as price, will be taken into consideration in making the award.

Any resulting contract shall not be binding upon the City nor should any action be started until it has been executed by both parties and a copy of the fully executed contract has been delivered to the successful Supplier. Specifications noted in this RFP shall be incorporated into the resulting contract. The City reserves the option to prepare and negotiate its own contract, giving due consideration to the stipulations of the supplier's proposed contract and associated legal documents.

3.3.16. PROTESTS

Protest may be filed by the affected party regarding any aspect of the solicitation, evaluation or award. All protests must be in writing, include the information listed below and directed to the Procurement Department. Protests regarding the specifications or how a solicitation was written must be filed at least seventy-two (72) hours prior to the deadline. Protests regarding the validity of the evaluation team or the evaluation process must be filed within seventy-two (72) hours of the notice to respondents. Protests regarding the recommended awardee must be filed within ten (10) days of the Notice.

3.3.16.1. FILING A PROTEST

Only suppliers intending to submit a response may protest a solicitation and only suppliers that respond to a solicitation may protest the evaluation /award. All Protests must be directed to the Procurement Department, be in writing and contain the following information in order to be valid:

- 3.3.16.1.1. The name (company), address, telephone number and email of the protestor
- 3.3.16.1.2. Signature and printed name of the protestor
- 3.3.16.1.3. Identification of the solicitation and the sections contested
- 3.3.16.1.4. A statement of reason for the protest including copies of relevant supporting documents

3.3.16.1.5. A description of the remedy requested.

3.3.16.1.6. A decision will be rendered by Procurement. Should the protest need to be escalated, it shall continue as needed through the following stages: City Attorney, Board of Commissioners, court system.

3.4. INSPECTION AND ACCEPTANCE OF EQUIPMENT (FOR PURCHASE)

Where applicable, all items offered that are to be purchased must be completely new, free from defects and operate as intended unless otherwise specified in writing. Discontinued, remanufactured or demonstrator items will not be accepted unless specifically requested. The manufacturer's standard warranty shall be identified and copies of the warranties are to be presented upon request. In addition, all items supplied shall comply with all Federal and State regulations, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State and Local health, safety, lighting, emissions and noise standards.

The City reserves the right to inspect and test any equipment being offered prior to making any award. The City may also request a demonstration or site visit for evaluation purposes. The equipment delivered under this RFP shall remain the property of the seller until a physical inspection of the equipment is made and accepted by the City. In the event that the equipment supplied to the City is found to be defective or does not conform to the City's specifications, the City reserves the right to cancel the order upon written notice to the seller and to return the equipment to the seller at the seller's expense.

3.5. STATEMENT OF EXPERIENCE AND QUALIFICATIONS

The Supplier may be required, upon request, to prove to the satisfaction of the City that he/she has the skill and experience and the necessary facilities and ample financial resources to perform the contract(s) in a satisfactory manner and within the required time. If the available evidence of competency of any Supplier is not satisfactory, the response of such Supplier may be rejected. The City reserves the right to request clarifications of any response or to conduct discussions for the purpose of clarification. Any clarifications made as a result of these discussions are to be provided in writing.

3.6. NON-COLLUSION AFFIDAVIT

By submitting the notarized signature in the response, the Supplier represents and warrants that such response is genuine and real and not made in the interest or on behalf of any person not therein named. It is further warranted that the Supplier has not directly or indirectly solicited any other Supplier to put in a sham submittal, or any potential Supplier to refrain from submitting and that the Supplier has not in any manner sought by collusion to secure any advantage over any other Supplier. By submitting a response, the Supplier represents and warrants that no official or employee of City has, in any manner, an interest directly or indirectly in the RFP or in the contract which may be made under it, or in any expected profits to arise therefrom. It is further warranted that the Supplier is independent of the City.

3.7. HOLD HARMLESS AND INDEMNIFICATION

The Supplier agrees, insofar as it legally may, to indemnify and hold harmless the City, its officers, employees and agents from and against all loss, costs, and expenses, including attorneys' fees, claims, suits and judgments in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by Supplier, its officers, employees, and agents under any of the terms of this contract.

3.8. BID BONDS (Bid, Performance, Payment)

For any proposal as required and noted in Section 1 of this document, a one hundred ten percent (110%) Performance bond and a one hundred ten percent (110%) Payment bond shall be furnished payable to, in favor of, and for the protection of the City. When Bid bonds are required, they must be in a sum equal to five percent (5%) of the total amount of the Supplier's response and may be in the form of a surety issued bond or cashier's check made payable to the City of Griffin. Bid bonds are returned to the unsuccessful Suppliers when the Notice of Award has been issued or contract has been executed. When bonding is required, failure to submit appropriate bonding will result in automatic rejection of the response. Performance and/or Payment bonds must be presented within ten (10) days of the Notice of Intent to Award or prior to the award of contract, whichever is later. Surety companies executing bonds must appear on the Treasury Department's most current publication (Circular 570 as amended) and be authorized to do business in Georgia. Unless otherwise specified, bonds shall be in effect for a period of one year from the completion of the project. The bond amounts shall be increased as the contract amount is increased.

No alternative securities are currently accepted in lieu of performance or payment surety bonds.

4. SECTION IV – OTHER GENERAL SPECIFICATIONS

Sections II - VII review the general terms and conditions. **Any RFP-specific information noted in Section I or in the Specifications & Response Section (if applicable) will take precedence.**

4.1. LIQUIDATED DAMAGES

Pursuant to O.C.G.A. § 36-91-24, it is understood that the Notice-to-Proceed and the time for completion of the work as specified are ESSENTIAL conditions of any resulting contract and that the performance and completion of this work within the specified time is vital to the City's economic interests. If the Supplier neglects, fails or refuses to complete the work within the mutually agreed time specified, the City may impose liquidated damages for each day of non-compliance past the scheduled completion date. Unless otherwise specified in Section I of this document or in the resulting contract, liquidated damages may be assessed at a rate of 1%, with a limit of \$500.00 per day of non-compliance.

4.2. FORCE MAJEURE

The City and Supplier will be excused from the performance of their respective obligations under this Contract when and to the extent that their performance is delayed or prevented by any circumstances beyond their control including but not limited to, fire, flood, explosion, strikes or other labor disputes, act of God or public emergency, war, riot, order/act of any governmental authority, provided that:

- 4.2.1.** The non-performing party gives the other party prompt written notice within three (3) business days describing the particulars of the Force Majeure including, but not limited to, the nature of the occurrence and its expected duration, and continues to furnish timely reports with respect thereto during the period of the Force Majeure;
- 4.2.2.** The excuse of performance is of no greater scope and of no longer duration than is required by the Force Majeure;
- 4.2.3.** No obligations of either party that arose before the Force Majeure causing the excuse of performance are excused as a result of the Force Majeure;
- 4.2.4.** The non-performing party uses its best efforts to remedy its inability to perform. Economic hardship of the Provider will not constitute Force Majeure. The term of the Provider shall be extended by a period equal to that during which either party's performance is suspended under this Section.

The provisions of this section shall not preclude the City from canceling or terminating any resulting award (or any order for any goods or services included herein), or from revising the scope of the Work, as otherwise permitted under this RFP.

4.3. SUPPLIER'S INVOICE

- 4.3.1.** The Supplier shall prepare and submit invoices to the attention of the project manager at: City of Griffin, Attn: *(insert project manager name)*, PO Box T, Griffin, GA 30224. A proper invoice must include the items below:
 - (a) Name and address of the Supplier.
 - (b) Invoice date and invoice number. (The Supplier should date invoices as close as possible to the date of the mailing or transmission.)
 - (c) Purchase order number for supplies delivered or work completed.
 - (d) Description, quantity, unit of measure, unit price, and extended price of supplies delivered.
 - (e) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms).
 - (f) Name and address to which payment is to be sent.
 - (g) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.
 - (h) Any other information or documentation required by the contract (e.g., evidence of shipment).

4.3.2. A summary invoice shall be provided for all deliveries made during a billing period, identifying the delivery tickets covered therein, stating their total dollar value. A summary invoice shall be supported by receipt copies of the delivery tickets. Delivery tickets or sales slips shall contain:

- (a) Name of supplier
- (b) Purchase Order number
- (c) Ship to Department and Address
- (d) Description, Quantity, unit price, and extension of each item.
- (e) Date of delivery or shipment.

4.4. TAX LIABILITY

The City is exempt from sales tax under Georgia law. The successful Supplier will be provided with the City's Sales and Use Tax Certificate of Exemption number upon request. No purchase made by an entity or supplier is qualified to be exempt other than those made directly by the City.

4.5. PAYMENT

Payment will be made for deliverables satisfactorily executed and accepted by the City; standard terms are net 30.

4.6. ESTIMATED QUANTITIES

Any quantities of items specified in the Schedule are estimates only and are not purchased by this contract. If the City's requirements do not result in orders in the quantities described as "estimated", that fact shall not constitute the basis for an equitable price adjustment. Delivery shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order clause or elsewhere in this contract, the Supplier shall furnish to the City all items specified in the Schedule & Summary and called for by orders issued in accordance with the Ordering clause.

4.7. ASSIGNMENT OR NOVATION OF CONTRACT

The Supplier shall not assign or transfer, whether by Assignment or Novation, any of its rights, duties, benefits, obligations, liabilities, or responsibilities under the Contract without the written consent of the City; provided, however, that assignments to banks, trust companies or other financial institutions for the purpose of securing a bond may be made without the consent of the City.

4.8. TERMINATION FOR CAUSE

The City reserves the right to terminate the resulting contract, in whole or in part, for failure to comply with any provisions of the contract as outlined by providing a written notice to the Supplier at least thirty (30) days before the effective date of termination. The Supplier will not be relieved of any outstanding responsibilities or unfinished obligations under this contract. Receipt of items by the delivery date is critical to the terms of this contract. The City considers late delivery of contract items as reasonable cause to terminate the contract.

Prior to termination, a Cure Notice will be issued by the City. The Notice will identify the problems and deadlines that need to be met to remedy the problems to avoid termination for default. If the Supplier does not respond with an acceptable action plan to remedy the default or commence to remedy the default within a period of five (5) business days (or such longer period as the City may authorize in writing) after the issuance of notice, the City may issue termination for cause.

The Supplier also has a right to terminate this contract for cause by providing a written notice of intent to terminate at least thirty (30) days prior to the effective date of the contract termination.

4.9. TERMINATION FOR CONVENIENCE

The City reserves the right to terminate the resulting contract, in whole or in part, in the event the City determines that such termination is in the best interest of the City, such as an unforeseen project cancellation. Any such termination shall be effected by the delivery of a notice specifying the extent to which performance of work under the contract is termination and the date upon which the termination becomes effective. The City will be responsible for payment of deliverables satisfactorily executed according to industry standards or proven loss with respect to materials, etc.

4.10. TERMINATION FOR FUND APPROPRIATION

The City may unilaterally terminate this Agreement due to a lack of funding at any time by written notice to the Supplier. In the event of the City's termination of the resulting contract for fund appropriation, the Supplier will be paid for those services actually performed. Partially completed performance of the Agreement will be compensated based upon a signed statement of completion to be submitted by the Service Provider which shall itemize each element of performance

4.11. CHANGES

All work and materials furnished for this project shall be made in conformance with the contract documents. Changes in the scope of work or the terms and conditions of this contract may be made only by written agreement of the parties. Changes that involve an alteration to the payment amounts shall not commence until approved by the City and a Change Order has been issued.

4.12. REPORTING DISPUTES

The Supplier shall report any contract disputes and/or problems to the Procurement Analyst, both verbally and in writing within 48 hours of their occurrence.

5. SECTION V –INSURANCE REQUIREMENTS

Sections II - VII review the general terms and conditions. **Any RFP-specific information noted in Section I or in the Specifications & Response Section will take precedence.**

Prior to commencing work, the Supplier shall procure and maintain at their own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Supplier, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in the response submittal. A Certificate of Insurance (COI) and any other documents required by the City must be submitted to the City prior to the commencement of any work. In the event of failure to supply the required documentation, the City shall have the right to recover any costs or damages incurred.

The City of Griffin, its agents, elected officials, and employees shall be included as additionally named insured with respect to all liability policies herein except the professional liability coverage and worker's compensation which shall be indicated on all applicable certificates of insurance. The insurance Certificates indicated above shall carry a written notice of change cancellation and shall be submitted in a reasonable period prior to the execution of any work under this contract. It shall be the responsibility of the Supplier to provide similar insurance for each subcontractor, or to provide evidence that each subcontractor carries his own insurance in like amounts, prior to the time such subcontractor proceeds to perform under the contract. The Supplier's insurance policy shall be primary for the additional insured, and not excess over any policy held by the additional insured.

The information described below sets forth minimum amounts and coverage and is not to be construed in any way as a limitation on the Supplier's liability.

5.1. STANDARD INSURANCE REQUIREMENTS

5.1.1. The City reserves the right to require higher insurance limits on any contract, provided notice of such requirement is stated in the solicitation.

5.1.2. *Commercial General Liability Insurance* - \$1,000,000 limit per person, \$2,000,000 per occurrence for property damage and bodily injury. The Supplier should indicate in the proposal and on the insurance certificate that the coverage provided is occurrence based.

The City of Griffin shall be named as "additional insured" as its interest may appear and "waiver of subrogation granted". The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Suppliers

- Broad Form Property Damage
- Personal Injury

5.1.3. *Automobile Insurance* - \$1,000,000 limit per person or \$2,000,000 combined single limit for property damage and personal injury.

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

5.1.4. *Umbrella Coverage*

5.1.4.1. *Workers' Compensation and Employers' Insurance* -- with benefits and monetary limits as set forth by Title 34, Chapter 9 of the O.C.G.A. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Supplier is otherwise required by law to provide such coverage. The Supplier shall supply the City with proof of compliance with the Workers' Compensation Act while performing work for the City by way of a COI. This proof must be received by the City **prior to** the commencement of work. If the Supplier does not meet the requirement for workers' compensation coverage, the certificate of insurance shall state that the contractor waives subrogation in regard to workers' compensation.

5.1.4.2. *Professional Liability/Errors & Omissions Insurance* - \$2,000,000 or as per project (ultimate loss value per occurrence). Primarily E&O insurance is designed to protect the professional advice providers (i.e. consultants, financial services) or professional service-providing professionals (i.e. medical providers, lawyers).

5.2. OTHER INSURANCE PROVISIONS

5.2.1. All Coverage

5.2.1.1. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the City.

5.2.1.2. If the Supplier, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. City, at its sole option, may terminate this Agreement and obtain damages from the Supplier resulting from said breach.

5.2.1.3. Alternatively, the City may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to the Supplier, the City may deduct from sums due to the Supplier any premium costs advanced by City for such insurance.

5.2.2. Commercial General Liability and Automobile Liability Coverage

5.2.2.1. The City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as insured as respects: liability arising out of activities performed by or on behalf of the Supplier; products and completed operations of the Supplier; premises owned, leased or used by the Supplier or premises on which the Supplier is performing services on behalf of the City. The coverage shall contain no special limitations on the scope of protection afforded to the City, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

5.2.2.2. The Supplier's insurance coverage shall be primary insurance as respects the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of the Supplier's insurance and shall not contribute with it.

5.2.2.3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.

5.2.2.4. Coverage shall state that Supplier's insurance shall apply separately to each insured against to whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.2.3. Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the City, member of its' City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of the Supplier in the performance of services under this Agreement (*see 5.1.4.1*).

5.2.4. Deductibles and Self-Insured Retention

Any deductibles or self-insured retentions must be declared to the City.

5.2.5. Acceptability of Insurer

Insurance is to be placed with Georgia admitted 'A' rated carriers or better by A.M. Best's rating service.

5.2.6. Verification of Coverage

Supplier shall furnish the City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the City before work commences.

5.2.7. Subcontractors

Subcontractors must also be insured under the policies of insurance required herein.

6. REQUIRED IMMIGRATION/ENTITLEMENT AFFIDAVITS FOR GEORGIA

For the successful Suppliers contracting for physical labor or providing services with the City:

6.1. VENDOR/CONTRACTOR AFFIDAVIT

6.1.1. Pursuant to the Georgia Security and Immigration Compliance Act of 2006, the Supplier understands and agrees that compliance with the requirements of O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 are conditions of this Agreement. The Supplier further agrees that such compliance shall be attested by the Supplier through execution of the contractor affidavit required by Georgia Department of Labor Rule 300-10-1-.07, or a substantially similar supplier affidavit. The Supplier's fully executed affidavit is attached hereto as an Exhibit and is incorporated into this Agreement by reference herein.

6.2. SUBCONTRACTORS

6.2.1. The Supplier understands and agrees that, in the event the Supplier employs or contracts with any subcontractor or subcontractors in connection with this Agreement, the Supplier shall:

- 6.2.1.1. Be responsible to the City for the acts and omissions of a sub-contractor or persons employed by said sub-contractor to the same extent that the Supplier is liable to the City.
- 6.2.1.2. Secure from each such subcontractor an indication of the employee number category as identified in O.C.G.A. § 13-10-91 that is applicable to the subcontractor;
- 6.2.1.3. Secure from each such subcontractor an attestation of the subcontractor's compliance with O.C.G.A. § 13-10-91 and Georgia Department of Labor Rule 300-10-1-.02 by causing each such subcontractor to execute the subcontractor affidavit required by Georgia Department of Labor Rule 300-10-1-.08, or a substantially similar subcontractor affidavit. The Supplier further understands and agrees that the Supplier shall require the executed subcontractor affidavit to become a part of the agreement between the Supplier and each such subcontractor. The Supplier agrees to maintain records of each subcontractor attestation required hereunder for inspection by the Department at any time."

7. TITLE VI –as applied through the Civil Rights Restoration Act of 1987

The CITY OF GRIFFIN, GEORGIA, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d to 2000d-4, as amended by The Civil Rights Restoration Act of 1987, hereby notifies all suppliers that no person shall on the grounds of race, color, national origin, sex, age, and handicap/disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the CITY regardless of whether those programs, services, and activities are federally-funded or not. Further, it will affirmatively ensure that in any contract entered into pursuant to this

advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit in response to this request and will not be discriminated against on the grounds of race, color, national origin, sex, age, handicap/disabled in consideration for an award.

***Please separate and use the following pages with your response submittal.
Additional pages may be used as needed. Thank you for your interest and
participation in this opportunity.***



REQUEST FOR PROPOSAL

SPECIFICATIONS AND RESPONSE SUBMITTAL

RFP #19-001

For

BODY WORN CAMERAS

Submitted by:

Name of Company:

Mailing Address:

City/State/Zip:

Phone (including area code):

E-mail:

**Submittal Deadline:
Wednesday, August 15, 2018 at 2:00 P.M.**



SPECIFICATIONS & RESPONSE
19-001
BODY WORN CAMERAS

OVERVIEW

The City of Griffin (City) shall receive sealed proposals from legal suppliers authorized to conduct business in the State of Georgia to provide Body Worn Cameras and video management software including off-site storage, along with all required service and maintenance to its' police department.

SECTION VIII: REQUIREMENTS

The City's objective in this procurement is to obtain body camera equipment, accessories and all services required to fully implement body worn cameras. Initial deployment is anticipated to consist of camera systems to outfit approximately 70 officers.

The Supplier's body camera system must be designed to archive, manage, and quickly retrieve video data that exceeds the current federal, state and local standards. It must incorporate the eighteen (18) core operating characteristics recommended by the Department of Justice. It is the intent of this specification to describe the features expected in a Body Worn Camera to be used by the Police Department. All equipment furnished under this agreement shall be new and unused, and the manufacturers current production standard model. It shall be equipped with all accessories which are included as standard in the advertised and published literature for the unit. No such item of equipment or accessories shall be removed or omitted for the reason that it was not specified in the bid. Accessories not specifically mentioned, but necessary to furnish a completed unit ready for use shall also be included. Response submittals must be accompanied by descriptive literature indicating features included.

This bid is in no way intended to be proprietary; ALL EQUIVALENT OR BETTER responses will be considered. If multiple models are being bid, a separate response and pricing sheet must be submitted for each response. **All exceptions/deviations to listed specifications must be detailed in the Response section provided.**

State make, model and production year of the cameras proposed below:

BODY WORN CAMERA SPECIFICATIONS for _____

Suppliers shall reply to each item specification in the detail Response section following the specifications. Suppliers must detail what they are offering as well as ANY AND ALL deviations from the specifications in the section at the end of these specifications along with the associated item number. **Any omissions may result in bid being disqualified.**

- If you **MEET** the specification, respond with a 'Y' or a check. You may elaborate on your answer in the Response section if you wish.
- If you **EXCEED** the specification, respond with an 'E' and provide more specifics in the Response section.
- If you do **NOT** meet the specification, respond to the item in the Response section, detailing how closely you can meet the City's anticipated need.

All MANDATORY requirements are noted below in the shaded column with an 'M'. If there is no 'M' in the column, the specification will be graded. If any Mandatory requirement cannot be met, the submission will be rejected as 'Non-responsive'. Any deviations, exceptions or elaborations to the requirement listed must be detailed in the Response section provided. The Specifications & Response portion of this RFP can be made available in a fillable format upon request.

REQUIREMENTS for model _____

GENERAL	Mandatory	MEET
8.1. State the number of years Supplier has been in the Body Worn Camera business.		
8.2. What is the length of time the proposed model has been in the marketplace?		
8.3. Current number of pilot trials currently installed for this unit (do not include with 2.4)?		
8.4. Current number of gov't clients with more than sixty (60) BWC systems installed. Separate by volume of installed cameras (60-75, 75-100, and over 100).		
8.5. Number of recalls for this model.		
8.6. Percent of product failures of implemented devices for this model.		
8.7. All aspects of BWC camera, system and data storage and retrieval must be compliant with law enforcement Criminal Justice Information Services (CJIS).	M	
8.8. System must support active directory integrations and federated authentication using Security Assertion Markup Language 2.0 (SAML 2.0).	M	
8.9. Describe the process and timeline for the replacement of cameras and other items in the event of failure.	M	
CORE CHARACTERISTICS (as recommended by DOJ)		
8.10. Recording format: Record & export in standard, open, non-proprietary format so that it can be replayed in freely available software without processing or conversion.		
8.10.1. List recording formats available.		
8.10.2. Can a default format be set?		
8.11. Video Resolution: Record at a resolution of at least HD 720P and in common formats for viewing.		
8.11.1. List resolution settings available.		
8.11.2. Can a default resolution be set?		
8.12. Video Encoding/Compression: Camera must maintain video quality while maximizing compression and the amount of information available. Recordings shall use H.264 Codec.		
8.12.1. Describe the video encoding and compression capabilities of your system.		
8.13. Frame Rate: Video shall be recorded at a standard of thirty (30) frames per second, but not less than twenty-five (25) frames per second.		
8.13.1. List the frame rates that are available.		
8.13.2. Can a default frame rate be set?		
8.14. Horizontal Field of View: Must have a minimum 90° field of view (FOV).		
8.14.1. List the wide angle capture degrees available.		
8.14.2. Can a default field of view be set?		

<p>8.14.3. Describe how you minimize the distortion /loss of detail at edges for those videos over 90° FOV.</p>		
<p>8.14.4. Is additional software needed to view or analyze the video recorded with extreme wide angles?</p>		
<p>8.15. Camera Focus: Continuous autofocus on all objects from one (1) foot away to infinity.</p>		
<p>8.15.1. Must have auto image stabilization to reduce motion jitter.</p>		
<p>8.15.2. Device shall have auto-exposure and automatic white balance.</p>		
<p>8.15.3. Describe lens capabilities.</p>		
<p>8.16. Audio Quality: Clearly capture conversational speech at a distance of three (3) feet without excessive background or wind noise.</p>		
<p>8.16.1. Describe audio quality capabilities.</p>		
<p>8.17. Separate Audio Resolution & Encoding/Compression: Record at a sampling rate of at least 22KHz with at least a 24-bit capture per microphone, using open non-proprietary encoding (such as MP3 or WMA).</p>		
<p>8.17.1. Describe resolution and encoding capabilities.</p>		
<p>8.17.2. Ability to easily set recording to audio only.</p>		
<p>8.18. Recording Triggering: Must have pre-event record buffer to overcome latency, regardless of the trigger.</p>	M	
<p>8.18.1. Detail the pre-record buffer time(s).</p>		
<p>8.18.2. Officer shall be able to visually confirm that device is recording.</p>		
<p>8.18.3. Officer shall be able to set stealth mode so device cannot be seen or heard.</p>		
<p>8.18.4. Automatic record capability must have manual override ability by user.</p>		
<p>8.18.5. List ALL automatic triggers for recording that are currently in production model.</p>		
<p>8.18.5.1. List automatic triggers to be incorporated into the production model within the next year.</p>		
<p>8.19. Night-time/Low Light Functionality: Device must be able to record usable video in low light, night or severe weather conditions.</p>	M	
<p>8.19.1. List the device's lux ratings.</p>		
<p>8.20. Synchronization & Metadata: Device must be able to record audio simultaneously and be time-synced with video.</p>		
<p>8.20.1. Device clock must be synchronized to universal clock (GPS or other source).</p>		
<p>8.20.2. Automatic data about officer, location, date and time are to be collected and packaged in video format.</p>		
<p>8.21. Tamper Resistance: The device must prohibit any original recording from being edited or deleted as well as protect data from being overwritten before it has been uploaded or transferred.</p>		
<p>8.21.1. Users shall not be allowed to edit or delete recordings on the camera. Only administrators shall be allowed to edit recordings and only from the management 'console' with the appropriate security.</p>		

8.21.2. Are hash values used to enhance tamper resistance?		
8.21.3. What encryption methods are used to protect data and improve management of lost cameras and memory cards?		
8.22. Data Transfer: USB3 compliant connections must be used for charging and/or data transfer when docked.		
8.22.1. Data transfers via wired media must use strong encryption.		
8.22.2. Describe how device uploads content securely while maintaining confidentiality, integrity and authenticity of the data.		
8.22.3. Device shall provide a means to authenticate the video, audio and associated metadata as unedited. Describe how your system meets this requirement.		
8.23. Data Export: The device shall export all footage to the storage solution in its original file format without loss of quality or associated metadata.	M	
8.23.1. An audit log shall be recorded that minimally includes device serial number, device events (such as on/off, start/stop recording) and remaining storage capacity.		
8.23.2. Describe the information contained on the audit log.		
8.24. Onboard Storage: Device must have sufficient internal storage to accommodate the recording of a full shift by the officer.	M	
8.24.1. Loss of power must not cause data to be lost or corrupted		
8.24.2. Device shall notify low storage capacity. At what level of depletion does your device start warning the user? List the intervals and frequency the user is warned.		
8.25. Battery Life: Battery life shall be a minimum of ten (10) hours of continuous recording	M	
8.25.1. Detail battery life for record and standby modes of a fully charged battery		
8.25.2. User must be able to easily determine remaining battery life. Describe how device indicates low battery.		
8.25.3. Vehicle charger must be included with device.		
8.26. Durability: Device must be able to withstand considerable and repetitive pressure, vibration and mechanical shock. It must be resistant to common environmental hazards, such as extreme temperatures, dust, condensation, water splashes and RF interference.		
8.26.1. Describe how the device is able to withstand the above conditions.		
8.26.2. Device shall have a waterproof and shockproof case.		
8.27. Weight & Form Factor: Device must not distract or hinder the officer from performing their duties.		
8.27.1. Device must not restrict the officer's normal range of motion.		
8.27.2. Device must remain secure and in position during all types of physical activity.		
8.27.3. Describe all methods/locations the camera can be worn.		
GENERAL SYSTEM		
8.28. The City must be able to manage all hardware and software of the system through a single management 'console'.	M	

8.28.1. Define the system’s management console capabilities.		
8.29. The web console used for system access should be HTML-5 based.		
8.30. The system must support current web security protocols. It must support TLS 1.2 and allow for oldest protocols to be disabled. It must support SHA-2 based certificates with key lengths of 2048 bits.		
8.30.1. Detail the security protocols your system supports.		
8.30.2. Describe how your system allows for the advancement of technology.		
8.31. The System must be accessible by web access and support Google Chrome, Internet Explorer, and Microsoft Edge.		
8.32. Are licenses required by user or generic for concurrent users?		
8.32.1. Is a license required for those who will only use the management system and have administrative rights?		
8.32.2. Explain the process flow for your video management system. Explain any fee structure associated with the account(s).		
8.33. Device shall have built-in WiFi & Bluetooth technology.	M	
8.34. Device shall have built-in GPS technology.	M	
8.34.1. Describe how your system tracks location and how the information is viewable in the web-based solution.		
8.35. Does the unit have an external lens or is it complete as one component?		
8.36. What is the certified drop test rating per Mil Standard 810 for your device?		
8.37. Device must have 16GB or larger of internal non-removable memory, in addition to removable memory (SD card).		
8.37.1. State memory capability for both removable and non-removable memory.		
8.38. Supplier’s system must be able to work with existing uniforms and standard technology.		
8.38.1. Describe any modifications that may be needed and how the supplier will address them.		
8.39. The system must allow for upgrades and expansions.	M	
8.39.1. Describe expansion and upgrade options and the process for getting those tasks accomplished.		
BATTERY		
8.40. Rechargeable and easily replaceable battery.		
8.41. Length of time for a battery to fully charge (from <10%).		
8.42. Approximate number of times a battery can be charged before it needs replacing.		
8.43. Multiple charging options.		
8.43.1. Identify different charging options.		
8.43.2. How many ports are available on the docking stations?		

8.43.3. Can the battery be charged on the docking stations or must they be in the device?

VIDEO / RECORDING

8.44. Device must be capable of a minimum of 10 hours recording on single charge.

8.44.1. State the maximum amount of recording time on single charge.

8.45. Wearer must be identified in the metadata associated with the recording.

STORAGE

8.46. Storage options – do you have the ability to use cloud storage?

M

8.46.1. Can the storage option handled in-house (with City)?

8.46.2. Cloud storage must be sufficient to handle the current data capacity (approximately 12 terabytes [TB]) and have the ability to expand as the City's need changes.

8.46.3. Storage must be secure, redundant and accessible by authorized personnel at all times.

8.47. The data storage system shall be CJIS compliant. The solution should have the ability to integrate or add additional devices to the body worn camera platform, such as in car cameras and interview room cameras.

8.48. Supplier shall deliver all records, in the requested format and media, along with all metadata, to the City at no cost at the completion or termination of the contract.

M

FEATURE FUNCTION

8.49. System shall be able to configure role-based security with user authentication.

8.49.1. Does the system use a pre-shared key for wireless authentication? Describe authentication methods.

8.50. System shall have built-in redaction capability for editing video to be suitable for public release.

M

8.50.1. Does the system have an auto redact feature (i.e. faces)? Describe how the redaction is accomplished.

8.50.2. Can any redaction criteria be 'user-defined'?

8.50.3. Detail any additional requirements for redaction, i.e. software/hardware, etc.

8.51. System shall have the ability to review and tag video and photos from field.

8.51.1. Is additional hardware or software needed for this function?

8.52. System shall provide a complete and comprehensive audit trail of all recordings.

M

8.52.1. Audit trail must include date/time stamp, officer data and any unique system data as well as a log of any views, edits, deletions, comments, shares, downloads, transfers, etc.

8.52.2. Audit trail must include a log of administrative activity, including the changing of default settings as well as the creation, modification and deletion of user profiles.

8.53. The system shall allow an unclassified video to be retained for a user-defined period after which it will be deleted. Explain the system retention capabilities for unclassified content.

8.53.1. The system shall be able to report on records/videos that have met the retention requirement and are eligible for destruction.

8.53.2. The system shall be able to apply legal holds that suspend deletion - even those records that have met their retention requirement - in the event of ongoing audit, litigation, investigation, PIR, or other legal action. Describe how your systems handles these events.		
8.53.3. The system shall be able to remove legal holds and resume original retention schedules when an audit, litigation, investigation, PIR or other legal action concluded. Describe how your systems handles these events.		
8.54. Does the system have the ability to import videos or documents from other sources (combine data into one case or store for non BWC - DUI, Crime Scene, etc.).		
8.55. The system shall have the ability to trim video for the purpose of removing part of the video file by trimming the beginning and/or end portions of the event. The trimmed file shall be saved as a new file in order to preserve the original file.		

SUPPORT / CUSTOMER SERVICE

8.56. Detail your standard project implementation plan.		
8.57. Detail your standard project management methodology.		
8.58. 24/7/365 support must be provided.	M	
8.58.1. What is considered 'after hours' support?		
8.58.2. How are 'after hours' issues handled?		
8.59. Describe your company's approach to support:		
8.59.1. What is the average response time on support calls?		
8.59.2. How many employees are in a dedicated support staff role?		
8.59.3. Where is the support staff physically located?		
8.60. List any and all software needed for system to perform as designed.		
8.61. Describe support options and process for equipment replacement (under warranty).		
8.62. Describe support options and process for equipment replacement (outside warranty period).		

MISC – WARRANTY, SERVICE

8.63. State name & location of nearest parts & warranty service:		
8.64. State provisions for parts and labor for any warranty repairs:		
8.65. Minimum one year warranty on equipment parts and labor or Manufacturer's warranty if greater than one year. Warranty statements must be supplied prior to award.		
8.66. What percentage of the contract price is the annual technical support/maintenance agreement?		
8.67. State any additional warranty offered <u>OVER</u> the one year minimum.		
8.67.1. Warranty:		
8.68. Describe the typical contractual commitment made to your clients. Attach a copy of each of these contracts.		

MISC – MANUALS, TRAINING

8.69. What type of initial training is provided for the officers and the administrators?		
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8.69.1. Is there any type of self-directed, computer-based or web-based training programs available that can provide basic instruction in the safe operation of this device?

8.70. Provide periodic refresher training ('train the trainer' format for approximately 10 officers) to update personnel and to account for changes to the systems due to updates and/or technology changes.

8.71. The following documentation for the unit shall be supplied upon delivery (2 sets each plus one electronic copy):
- User Guide
- Maintenance/ Parts manuals

8.72. All descriptive literature, manufacturer's compliance certificates, and all other data for the proposed device must be furnished.

8.73. Is there any type of self-directed, computer-based or web-based training programs available that can provide basic instruction in the safe operation of this device?

QUESTIONS/COMMENTS REQUIRING ADDITIONAL EXPLANATION

8.74. Identify any possible grant offerings either from your organization or an external agency.

8.75. The City will not be responsible for costs, including preparation, travel and demos associated with the development, delivery and follow-up to the RFP submission.

8.76. The City currently has approximate 12 terabytes of video stored. What would be your solution to merge the existing information with the new information after implementation?

8.77. What (and when) are some of the enhancements that your company has planned for the foreseeable future (i.e. facial recognition, weapon recognition, auto-redaction, etc)?

8.78. What is the failure rate of batteries during lifecycle? How many spare batteries will be provided in the event that the primary battery fails or other emergency?

8.79. Explain your typical service level agreement. Provide specifics of how emergency technical support is based and how it is accessed.

8.80. How often are software updates released and how are they distributed to your clients?

8.81. The supplier's proposed system shall include everything needed for successful implementation. This shall include, but shall not be limited to, the installation and configuration of hardware, software, back-end services and integrations, peripheral hardware and software, technical support, as well as on-site training and certification for operators and administrators. Describe how you will meet this requirement.

8.82. The proposed system shall provide end-to-end encryption of data that is in compliance with current CJIS Security Policy. Describe how your System will fulfill this requirement.

8.83. All captured data from body worn cameras, and stored in the evidence management / data storage system shall be wholly owned by the GPD. Confirm this statement.

8.84. The supplier shall provide immediate notification of any security or data breach of any of their systems or facilities whether or not City data is directly hosted on that system. This includes remediation plans regarding any security vulnerability that is deemed to have a critical severity. Describe how you will meet these requirements.

8.85. The City is interested in obtaining additional "licenses" or access to the data management system for their BWC solution for non-users (Internal Affairs, Investigators, Command Staff, Prosecutors, etc.). What is your solution to this process?

RESPONSES TO SPECIFICATIONS

GENERAL

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ADDITIONAL COMMENTS:

Use additional sheets if needed

THE COST PROPOSAL (AND TWO COPIES) MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.



19-001 – COST PROPOSAL for BODY WORN CAMERAS

COMPANY: _____

COST STRUCTURE – Complete the following and include associated information specifics for the cost quoted (cost must be submitted on this form; additional pages may be used as needed):

Description	Unit Price	Qty	Extended Price
DEPLOYMENT COSTS			
Body Worn Camera		70	
<i>additional 3 cameras are requested as spares (no charge?)</i>			
Licenses			
Accessories- car charger			
Accessories- (cables, etc-list)			
Accessories- (list)			
Accessories- (list)			
Docking stations			
Battery charging stations			
Trigger boxes (for vehicles)			
<i>installation of trigger boxes</i>			
Batteries - each			
1st yr: service level agreements-officer (user) licenses			
1st yr: service level agreements-administrator licenses			
Yrs 2-5 EACH: service level agreements-officer (user) licenses			
Yrs 2-5 EACH: service level agreements-administrator licenses			
Training sessions - train the trainer (user)			
Training sessions - administrators			
Other fees necessary for a complete deployment of BWCs as implied in this RFP – attach list			
DIRECT OPERATING COSTS			
1st yr: maintenance agreement-hardware & support			
1st yr: maintenance agreement-hardware & support			
Yrs 2-5 EACH: maintenance agreement-hardware & support			
Yrs 2-5 EACH: maintenance agreement-software & support			
Fee for after hours support - identify UOM			
Fee for after hours support - identify UOM			
Other direct operating costs necessary not previously noted – attach list			
<i>Note: the City has not yet decided if the cloud storage will be hosted or in-house. If HOSTED -</i>			
Transfer of current 12TB storage from server to new supplier			
Hosted cloud storage – 1 st year (include storage TB limit for price)			
Hosted cloud storage – after 1 st year (include storage TB limit for price)			

Estimated Total Cost of Ownership for five (5) years –per camera (do not include cloud storage)		70	
INDIRECT OPERATING COSTS			
Any additional equipment, etc needed for video classification, redaction, or distribution?			
Other indirect operating costs necessary not previously noted – attach list			

The City reserves the right to accept the BEST-EVALUATED BID as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

The City reserves the right to accept or reject any or all bids and to waive any technicalities and formalities in the bidding. The City reserves the right to accept the BEST-EVALUATED BID as deemed by the Evaluation Committee, which may or may not be the lowest monetary bid.

The undersigned understands that any conditions stated above, clarifications made to the above or information other than that requested should be under separate cover and shall be considered at the discretion of the City.

COMPLETED BY:

Company Name: _____

Contact Person: _____
(Signature)
(Printed Name)

Failure to return this page as part of your submission may result in rejection of the response.



SUPPLIER DISCLOSURES

All solicitations MUST contain signed and notarized statement of Non-Collusion and non-Conflict of Interest. Any YES response for other disclosures must be detailed and attached to this sheet as part of your submittal. Reference to 'Supplier' denotes the organization submitting the response as well as the principal representing the organization.

Collusion. Collusion exists when two or more parties act together to achieve a fraudulent or unlawful act. Collusion inhibits free and open competition and is in violation of antitrust laws.

I certify that this bid response is genuine and is not a collusive or sham proposal. I further state that:

- The prepared response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid or offer for the same supplies, labor, services, construction, materials or equipment to be furnished or professional or consultant services, and is in all respects fair and without collusion or fraud; and
- The price(s) submitted has/have been arrived at independently and without consultation, communication or agreement with any other supplier, supplier or potential responder to the solicitation; and
- No attempt has been made or will be made to induce any company or person to refrain from responding to this solicitation, or to induce them to submit a budget that is higher than the budget in this solicitation, or to submit any intentionally high or noncompetitive response or other form of nonresponsive submittal; and
- I understand collusive bidding is a violation of city, state and federal law and can result in fines, prison sentences, and civil damages awards. I also certify that I am authorized to sign for this Supplier.

Conflict of interest. A Conflict of Interest exists when personal interests interfere in any way with the best interest of the City. This can arise if any agent of the City or their families will receive a monetary or other type of benefit based on the award of this project or if any supplier has an unfair competitive advantage over other suppliers. A conflict is also perceived if any previous history would make it impossible for the supplier to objectively fulfill the obligations associated with this project.

I certify that there is no known conflict of interest with the City or any employee or agent of the City. There is presently no interest and no interest shall be acquired that would directly or indirectly conflict in any manner with the performance of this solicitation, should it be awarded.

Company Name

Signature of Authorized official of company

Printed Name

Sworn to and subscribed before me this _____ **day of** _____ **, 20** ____ **.**

Notary Public: _____

County: _____

Commission Expires: _____

OTHER SUPPLIER DISCLOSURES *(Yes or No)*

Any response of 'Yes' must be explained in full (separate sheet may be used).

Debarment. Supplier certifies that neither it or its subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from doing business with any government agency.

- — Has the Supplier been deemed ineligible from participating in any business with any government agency in the past five (5) years?

- **Litigation.** Within the past five (5) years, has the Supplier been the subject of or party to any civil or criminal proceedings or investigations based on wrongful death, fraud, theft, breach of contract, safety, misrepresentation or any other conduct?
- **Financial stability.** Financial stability demonstrates that the Supplier has the resources to complete and the ability to remain in business for the duration of the subsequent contract. Has any petition of bankruptcy, orders or judgment been filed against the supplier in the past five (5) years?
- **Liquidated Damages.** Liquidated Damages are types of compensation designed to reimburse the City for certain problems or delays associated with a project; it serves as protection to both parties in the form of 'contract completion insurance'. Has the Supplier been assessed any liquidated damages or defaulted on any project with a government agency in the past five (5) years?
- **OSHA.** Has the Supplier been cited for any OSHA violations in the past five (5) years?
- **COMMUNICATIONS.** Has the Supplier communicated OR discussed pricing with anyone associated with the City, other than Procurement, since the solicitation was published?

SUPPLIER ACKNOWLEDGEMENTS *(please initial)*

- **Resources.** We agree that we have the resources needed for the satisfactory completion of the project.
- **Exceptions.** All deviations and exceptions to this RFP must be expressly stated in writing and attached as an Exception page. The absence of any exceptions assures the City of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of this RFP.
- **Occupational Tax License.** If a City of Griffin Occupational Tax License is needed in order to fulfill the project, we will obtain such license prior to the confirmation of contract.
- **Insurance.** We understand the insurance requirements noted and are prepared to supply the required insurance endorsements for these requirements prior to the confirmation of contract.
- **Terms and Conditions.** The specifications, as well as the terms and conditions of this Request for Proposal shall be incorporated as an integral part of the final contract.

The Supplier has examined, carefully studied and hereby acknowledges the Specifications and any Addenda and agrees to provide the required services in accordance with this proposal. **The Supplier agrees to all specification items listed unless specifically noted on an Exceptions page.** The Supplier further certifies that they are not currently debarred from submitting proposals by any agency of the State of Georgia or the federal government.

Specifications Acknowledgement _____
 Addendum No. _____ dated _____ Acknowledgement _____
 Addendum No. _____ dated _____ Acknowledgement _____
 Addendum No. _____ dated _____ Acknowledgement _____

Suppliers must acknowledge the Specifications and any issued addenda. Responses which fail to acknowledge the Supplier's receipt of any addendum will result in the rejection of the bid if the addendum contained information which substantively changes the City's requirements.

BID RESPONSE SIGNATURE

I am registered (and compliant) with the City's online registration system: Yes ___ Not yet ___
The City cannot award to a supplier that is not registered and compliant.

NAME OF COMPANY: _____

MAILING ADDRESS: _____

CITY /STATE/ZIP: _____

PHONE (including area code): _____ E-MAIL: _____

 AUTHORIZED SIGNATURE TITLE

 NAME (PRINTED) TITLE (PRINTED)

FAILURE TO RETURN THIS PAGE AS PART OF YOUR BID DOCUMENT MAY RESULT IN REJECTION OF BID. THIS FORM MUST BE COMPLETED FOR EACH BID SUBMITTAL. **IF YOU ARE A CURRENT REGISTERED AND COMPLIANT SUPPLIER, SIMPLY NOTE THAT ON THE FIRST LINE.**

REFERENCES

The City of Griffin requests a minimum of three references where work of a similar size and scope has been completed within the past 3-4 years. (sales & service). **Suppliers that have contracted with the City within the past two years can simply note status on the first line.**

REFERENCE 1:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 2:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

REFERENCE 3:

Company Name: _____

Brief Description of Project: _____

Completion Date: _____

Contact Person: _____

Telephone: _____ E-mail: _____

COMPLETED BY:

Company Name: _____

Contact Person: _____

(Signature)

(Printed Name)



SUPPLIER REGISTRATION

Supplier Registration with the City Of Griffin consists of the following:

The City of Griffin now has online self-service registration, via Vendor Registry. In order to be registered as a City of Griffin supplier, you must access the registration via the City's site. This will give you the opportunity to keep your information accurate and current. It also permits unlimited NIGP commodity codes, allowing for notifications based on your specific business criteria and to link your website to your profile. In addition to the visibility to the City, this service will allow for other agencies in our area to have visibility of your company and it will allow you to have visibility of opportunities from other agencies in our area. There is no charge for this basic service, but you do have the option to expand your visibility to other areas for a small fee at any time.

TO REGISTER:

- ✓ Please visit our website at www.cityofgriffin.com
- ✓ Click on "Resources" at the top of the page
- ✓ Select "Register my business with the City"
- ✓ Complete your registration by following the instructions provided
 - Two documents (forms are available online under "Forms") will be required to be uploaded before your registration is complete. They are:
 - **Supplier Affidavit** – This document is also referred to as the E-Verify affidavit and has been updated to reflect new laws that have recently gone into effect. An E-Verify (EV) number is REQUIRED by the State of Georgia (OCGA § 13-10-91) if you provide labor or services to the City that is valued in excess of \$2,499.99. In addition to the EV number and signature, the affidavit must be notarized. If you are a sole proprietor or your company provides only products, simply initial the statement that applies to your situation and sign. There is no need to notarize the affidavit unless you provide your EV number.
 - **W-9** – This document supplies the Employer Identification Number (EIN) or the Social Security (SS) number of the supplier.

These two forms must be submitted online if you are not currently registered (and compliant).

Note: *If you are registered on Vendor Registry with another agency other than City of Griffin, you can 'piggyback' off of your existing profile to create a profile for Griffin. Contact our Procurement office or Vendor Registry for help in creating this new record.*