



## **CITY OF HAVELOCK**

Post Office Box 368

Havelock, NC 28532

### **INVITATION TO BID**

Pursuant to North Carolina General Statutes §143-131, the City of Havelock invites informal bids on the following:

Bids must be submitted in accordance with the attached specifications.

Bids can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

#### ***“City of Havelock, Police In-Car Camera System”***

**Address Bids to:**

**Lee Tillman, Director of Finance**

**City of Havelock**

**P.O. Box 368**

**1 Government Ave.**

**Havelock NC 28532**

**Fax 252-447-0126**

**Email: [Ltillman@havelocknc.us](mailto:Ltillman@havelocknc.us)**

Bids will be accepted until **3:00 p.m. (EST) on Friday, November 10, 2016** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening.

**Bidders are cautioned not to submit bids until the proposed requirements and specifications have been carefully examined. It will be considered that bidders will have satisfied themselves as to the accuracy of the specifications. No proposal will be considered unless prices are submitted for all items requested in any section. The City reserves the right to change the amount of quantities.**

The names of certain brands or makes denote quality standard in the article desired, but do not restrict bidders to the specific brand, make or manufacturer named. They are meant to convey to prospective bidders the general style, type, character and quality of the article desired.

The successful bidder on all construction contracts will be required to conduct the operation in accordance with all Federal, State, and Municipal health and safety rules, regulations and laws applicable to the operation. The successful bidder may be asked to provide the City with a copy of the company's safety plan prior to commencing work. For all projects over \$30,000, a general contractor's license must be furnished to the City if applicable.



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**North Carolina General Statutes, specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 of Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.**

N.C.G.S 147-86.55-69 requires certification for bids with a North Carolina Local Government. The certification is required at the time when a bid is submitted. N.C.G.S 147-86.55-69 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer's Final Divestment List. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address [www.nctreasurers.com/Iran](http://www.nctreasurers.com/Iran) and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals and to purchase items from the state contract in the efforts to award the contract to the bidder it deems to be for the best interest of the City.

This institution is an equal opportunity provider, and employer.

**Contact person(s) for information on this bid:**

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to:

[Ltillman@havelocknc.us](mailto:Ltillman@havelocknc.us) AND cc: [Asmith@havelocknc.us](mailto:Asmith@havelocknc.us)

This the 27<sup>th</sup> day of October 2016.

CITY OF HAVELOCK

Lee W. Tillman  
Finance Director



STATE OF NORTH CAROLINA

AFFIDAVIT

CITY OF HAVELOCK

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES\_\_\_\_\_, or
  - b. NO\_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

Print or Type Name:\_\_\_\_\_

State of North Carolina County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the  
\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

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

## Bid Sheet

	Cost Per Unit	Number of Units Requested	Total Cost
Digital Mobile Audio Video Systems		5	
Video Management Solution			
Wireless Video Transport Hotspot Locations		2	
Installation Services		5	
NC Sales Tax:			
Delivery Cost (if applicable):			
Total Cost to City:			

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

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

NC Contractor's License Type and Number: \_\_\_\_\_

**IRAN DIVESTMENT ACT CERTIFICATION  
REQUIRED BY N.C.G.S 147-86.55-69**

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 147-86.55-69.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the forgoing statement.

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

Print Name of Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

**Please indicate the Bid name on the outside of the envelope.**



***Bid For:***

Digital In-Car Video Solutions for Police Department Vehicles

***Scope of Services***

The City of Havelock is inviting qualified firms to submit qualifications and proposals for procurement and support of a digital in-car video solution. The city is looking for a solution that will meet the department requirements outlined in this RFP. In order to select the best qualified technology contractor(s), the city seeks detailed information about the proposed solutions, capabilities of the proposer, technical expertise, warranty and future product strategies. Proposals shall be comprehensive and inclusive of exhibits detailed below:

***Background***

The City of Havelock is a full-service community located in eastern North Carolina. The City consists of both residential and commercial development covering approximately 25 square miles with approximately 22,000 residents.

For additional information about the City of Havelock, please visit our website at <http://www.havelocknc.us>

**Exhibit A*****Minimum System Requirements*****Mobile Components**

- The in-car digital video system shall consist of a digital video recorder, mounted miniature color camera (CCD) with zoom capability, color monitor with audio, a bi-directional digital spread spectrum wireless microphone system, and a microphone mounted within the law enforcement vehicle. It shall be capable of providing a clear audio and video record of traffic stops, pursuits, sobriety tests, etc.
- The digital video recorder (DVR) shall have no moving parts and shall use solid state media that can withstand the severe service within a police vehicle with maximum reliability. All operator controls shall be easily accessible and mountable within the operator's reach. The DVR shall allow the simultaneous recording of two video sources and three audio sources plus multiple sources of metadata. The DVR shall be capable of operating within the range of interior temperatures found within a law enforcement vehicle without the need for supplemental heating or cooling.
- The mounted miniature color camera shall provide for maximum nighttime performance that minimizes blooming and glaring from bright sources of light. It shall be fitted with an automatic zoom and return lens/feature that is activated by a button on the back of the camera. The camera shall be extremely compact so as not to obstruct

driver's view through windshield.

- The compact low-light color CCD camera shall be fitted with an auto-iris, auto-focus lens and automatic white balance.
- The resolution of the video shall be adjustable through downloadable setup parameters with minimum resolution of 720 x 480.
- A compact color monitor console shall be provided with a minimum screen size of 3.5 inches. The monitor console shall include a built-in speaker and shall have backlit operational controls which mimic those on the DVR so it can be secured in remote locations. The monitor shall automatically turn on when record or playback is active and shall otherwise time-out (remain off).
- The officer worn wireless microphone must be capable of being automatically activated whenever the DVR is triggered into the record mode, and deactivated whenever the DVR is put into the stop mode. Recording shall also be activated through the wireless microphone with a single button push. The automatic wireless microphone system shall use a rechargeable battery and shall be capable of being recharged within the vehicle and with a separate charger located at the post or police department.
- The wireless microphone shall use bi-directional digital spread spectrum communications to facilitate clear audio recordings. Shall include an internal microphone and a lavalier microphone to permit wearing the transmitter in a shirt pocket or duty belt
- The wireless microphone rechargeable battery shall provide for 10 hours of continuous transmit/recording and 10 days of standby time. A full charge shall be accomplished in 120 minutes or less. The charging cradle shall provide indication as to condition of the microphones battery.
- RF power of the base unit and the transmitter shall automatically adjust to minimize RF radiation and maximize battery life while ensuring clear recordings.
- The DVR shall include an in-car microphone. The DVR shall provide an audio channel for recording conversations picked up by this microphone.
- It is desirable for operational options and timers to be programmable wirelessly through a server push or scheduled environment.
- The DVR shall include means of maintaining accurate time of the internal clock of the system through GPS or wireless access. The proper date and time shall be displayed on all recordings.
- The solid state storage unit shall have file transfer options when wireless transfer is not available.
- The entire system shall power down automatically when a programmable time parameter has expired after the ignition has been turned off. Consideration shall be given to the mode of the DVR, standby mode vs active record.



- Automatic activation of the record function shall be accomplished through user programmable parameters: Activation of emergency lights, activation of siren, activation through auxiliary input, activation of wireless microphone, crash indication and GPS-based vehicle speed
- It shall be impossible to edit or delete recordings from within the vehicle.
- Proposer shall describe on screen display and recording of various indicators, i.e. vehicle number, officer ID, GPS location, date & time, etc.
- User controls and buttons shall provide for back light that can be turned off.
- The user shall be made aware of low recording media conditions through and audible alarm and on screen display of the approximate amount of time remaining.

### **Video Management Solution**

- The digital evidence management solution shall support the automatic uploading of video, audio and meta data through a wireless connection.
- The wireless transfer of the data shall be automatic and should not require manual intervention. It shall commence as the car enters a wireless access zone and clear the DVR's memory only after a confirmed upload.
- Appropriate diagnostic logs shall be maintained by the management software as to the status of each vehicle's DVR status, transfer attempts, successful transfers. Trouble email messages are also desirable.
- The management solution shall permit the integration of video, audio and meta data through a wired connection or other physical connection such as an SD memory card.
- A key based search, including time/date, unit number, officer, etc shall be provided. Tagging of multiple video files into a virtual case file for export/output is desirable.
- The management solution's administrator shall have the ability to assign identifiers to the mobile units, define officers and operating rules.
- A digital chain of custody for video files shall be maintained throughout the life + 180 days of the video. Including but not limited to: viewing, exporting, commenting, uploaded.
- The system shall be capable of exporting video files as a whole or in part for submission to an outside agency. Exports shall be compact and include all necessary files for viewing from a workstation that is not connected to the management solution. Export to MPEG-4 shall also be supported.
- Export of video files into digital stills shall be supported.

- Systems without detailed administration, operations and training manuals/documentation will not be considered.
- The management solution shall provide for hierarchical storage of data that can be migrated to new/larger storage environments, cloud storage or a combination of either. The ability to maintain video information shall only be limited by the amount of available storage. A management system that is entirely web based and does not require installation of a client is desirable.
- The digital evidence management solution user interface shall prominently display the agency's identification logo.

### **Body Cameras**

- It is desirable that the system shall be expandable to include the management of body-worn video technology envisioned for deployment at a future date.

### ***Equipment and Installation***

The equipment sought under this RFP includes:

- |   |  |
|---|--|
| 5 | <p><b>Digital Mobile Audio Video Systems</b></p> <p>Proposer shall provide cost on a per vehicle basis for a total of 5 systems. Two camera system with front view, rear seat, crash detection (system &amp; battery survivability), wireless audio recording, siren &amp; light trigger interface, wireless upload capabilities, applicable software licenses. All necessary cables, fuses, mounts, brackets and detailed instructions shall be provided.</p> |
| 1 | <p><b>Video Management Solution</b></p> <p>Required software and hardware (optional server pricing) to manage in-car videos, viewing logs, means of export. For cloud solution, indicate throughput requirements for upload/download of video files</p>  |
| 2 | <p><b>Wireless Video Transport Hotspot Locations</b></p> <p>Hardware &amp; software for unattended offload of videos from mobile units to video management solution. Consider sufficient devices to prevent videos from stacking up on the mobile units.</p>   |
| 1 | <p><b>Installation Services</b></p> <p>Proposer shall provide installation cost on a per unit basis for a fleet comprised of various Ford model vehicles for a total of 5 installations.</p>   |



***Warranty & Maintenance***

The hardware furnished in accordance with these specifications shall be covered by the manufacturer's warranty on the units bid. Warranty terms shall be supplied with the bid. The manufacturer shall warrant the equipment to be of quality construction and free from defects in materials and workmanship. The installation shall be covered by the installers warrantee and shall be supplied with the bid. The warranty will become effective upon acceptance by the Owner or Owner's authorized agent.