

CITY of SOUTH PORTLAND, MAINE

REQUEST FOR PROPOSAL
FOR
CRUISER DIGITAL RECORDERS

Request for Proposal – RFP #207050

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CRUISER DIGITAL RECORDERS

Proposals are being requested by the City of South Portland, Maine for computer software as specified below and in the attached.

Complete written proposals shall be submitted in envelopes plainly marked "RFP #207050 - CRUISER DIGITAL RECORDERS" to the City Purchasing Agent, Room 102, City Hall, 25 Cottage Rd, South Portland, Maine 04106 not later than 2:00 p.m., Wednesday, March 28, 2007 at which time they will be publicly opened and read aloud.

Proposals received after that time and date shall not be accepted. Proposals will be evaluated in accordance with the specifications detailed in the attached. Vendors are requested to submit an original proposal and two additional copies.

The selected firm will be required to sign a contract and provide a certificate of insurance for public liability, property damage and worker's compensation coverage.

Each proposal shall be signed by a person legally authorized to bind the firm to a contract.

The firm shall signify in their proposal that all conditions outlined in this Request for Proposal and the attached have been read and understood. The firm shall rely only on information contained in this Request for Proposal and written addenda hereto.

Selected sections of the firm's response may be incorporated as part of any agreement the City executes with the selected firm.

Questions regarding this Request for Proposal must be directed via email to Shawn Pennington at spennington@southportland.org Questions which may influence consultant responses will be answered in writing with copies to all vendors as addenda to this Request for Proposal.

The City of South Portland reserves the right to negotiate with the selected vendor to the scope of services and fees, whether or not that proposal is the lowest cost to the City.

The City also reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received and to reject any or all proposals received for whatever reason it deems appropriate.

Colleen Selberg – Purchasing Agent
Mailing Address: P.O. Box 9422
South Portland, ME 04116-9422
Telephone (207) 767-3201 Fax (207) 767-7620

Table of Contents

Background.....	4
Police Department	4
Required Specifications.....	4
Samples and Demonstration	5
Installation.....	5
Vendor Requirements	5
Bid Format.....	6
Confidentiality.....	6
Contingencies and charges.....	6
Pricing	6
Open Offer.....	6
Subcontractors	6
Detailed Feature List	7

Background

The City of South Portland (the City), is located on the southern coast of the State of Maine in the southeastern section of the County of Cumberland, the State's most populous county. South Portland is the fifth largest city in Maine and the second largest in the region. Once principally a residential community, the City now enjoys a diversified commercial, industrial and advanced technology aspect to its economy.

Police Department

The City of South Portland is located in Southern Maine. The South Portland Police department polices the 4th largest city in the State of Maine. South Portland covers approximately 13 square miles and has a nighttime population of approximately 23,700 residents. However, with its large commercial, business and retail sections, including northern New England's largest shopping complex, the Maine Mall, the daytime population balloons to over 140,000. The department responds annually over 34,800 calls for service. It is staffed by 52 sworn officers, along with 4 full-time and 2 part-time civilian support personnel. The department is organized into two divisions. The Patrol and Community Services Division is staffed by uniformed and plainclothes officers, who respond to calls and proactively address police issues and quality of life concerns. The Investigative and Support Services Division is comprised of Detective, Technical Services / Crime Scene and Communications personnel.

Required Specifications

The following are required specifications. Any bidder who does not meet these requirements will be rejected:

- Bid should include all components for an end-to-end solutions
- All equipment should be the most current up to date model, discontinued or end of life models will not be accepted.
- Solution must be vehicle independent
- All components must comply with Federal Communications (FCC) standards
- Must National Television System Committee (NTSC) standards
- Electronic Industries Association (EIA) standards
- Must support a minimum of 2 Cameras, at least one must be color
- Must support a minimum of 2 Microphones
- Software must allow for the creation of stills and video clipping in a standard format
- Server side storage must support saving of all vehicle recorded data for a minimum of 2 months per vehicle
- A Warranty with the following minimum specifications;
 - All camera, recorder, environmental control components, wireless microphones and transmitters, receiver, monitor, and control circuit components, shall be warranted to ensure they are fit for their intended purpose for a minimum of one year.
 - All defective equipment shall be repaired or replaced within 10 working days.

- For warranty purposes, the warranty time begins with initial installation of said equipment in the desired vehicle.

Samples and Demonstration

Prior to award, the agency reserves the right to require any bidder to provide a complete system of the exact configuration for the purposes of evaluation. The bidder must provide the solution within two weeks of the request. Vendor must be available to help with the install to verify the following sources of interference do not interfere with the DVR solution provided.

- A. TV stations
- B. RF interference (UHF,VHF, and HF)
- C. Automobile alternator, ignition, and electrical systems
- D. Automobile heaters/air conditioner fan motors
- E. Other Patrol vehicle systems (IE: lights, sirens, GPS, radar, ETC)
- F. High voltage power lines, traffic signals, neon signs, ETC
- G. THE DVR MUST NOT INTERFER WITH ANY OTHER VEHICLE FUNCTION OR HARDWARE

Installation

The City requires installation of the complete end to end Mobile DVR solution. Installation is to include:

- Installation of Cameras/MIC's in each Vehicle
- Installation on DVR in each vehicle
- Installation of all Backend equipment.
- Training for staff

Vendor Requirements

Bids must be submitted to the City of South Portland, Attn: Purchasing Agent, 25 Cottage Rd, PO Box 9422, South Portland, ME 04116-9422 and must be clearly marked "Cruiser Digital Recorders RFP # 207050". Three copies of the bid are requested. All bids must be received no later than Wednesday, March 28, 2007 at 2:00 PM and will be publicly opened and read. Proposals received after stated date and time will not be considered. Please direct all bid related, non-technical questions to Colleen Selberg at (207) 767-7608.

Failure to meet any condition of the RFP may result in rejection of the bid. The City of South Portland reserves the right to select a firm for contract negotiations based on the content of the bid and relevant information obtained concerning past performance. In addition, the City of South Portland reserves the right, without prejudice, to reject any and all bids.

The City of South Portland will not be held responsible for any costs incurred by the offerors for work performed in the preparation and production of a proposal or for any work performed prior to the issuance of a contract.

In addition to cost, the City of South Portland will weigh the skills, past performance, ability to provide comprehensive services, and ability to provide post installation support when considering award of contract.

Once received, the bid becomes the sole property of the City of South Portland, Maine.

Bid Format

The bid format should be as follows:

- Transmittal/cover letter
- Executive Summary of your company
- A detailed explanation of costs and services including a detailed attachment explaining any deviation from the bid specifications. Detail for costs must include "Price each" and "Extended price" ("Price each" times quantity), and appropriate totals.
- White paper verifying independent testing of the mobile video solution
- List of employees providing service and any certifications/qualifications they hold
- References

Confidentiality

The Offerer shall not disclose to anyone, other than the Offerer's employees and officers directly connected with responding to the RFP, who have need to know, any information concerning this RFP. No news release, public announcement or any other reference to this RFP or any phase of the program shall be made without prior written consent of the City of South Portland.

Contingencies and charges

Bids shall be firm and not made contingent with any events that will occur after the contract is awarded. The City of South Portland must agree to bid changes in writing.

Pricing

Pricing must be guaranteed for a minimum period of one hundred and twenty (120) days after the opening of the bid and should be inclusive of any and all charges to the City of South Portland.

Open Offer

The Offerer agrees that any response to this RFP will remain valid for a period of ninety (90) days from the date of opening.

Subcontractors

The Offerer may utilize the services of subcontractors in the performance of this project, provided that the Offerer makes clear notation in its response to this RFP of its intention to do so. All subcontractors will be required to comply with the provisions of this RFP. Offerer understands that the use of subcontractors does not relieve it of its obligations or duties pursuant to this RFP.

Detailed Feature List

All features required unless otherwise noted.

General Requirements	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
The mobile video system shall consist of a both a forward facing camera and rear facing in car camera, digital video recorder, control center, compact monitor, wireless microphone/transmitter system to capture audio outside the vehicle for traffic stops and a hard-wired microphone to capture audio from inside the police vehicle.			
Vehicle independent			
Must support a minimum of 2 Cameras, at least one must be color. How many does it support? ____			
Must support a minimum of 2 Microphones. How many does it support? ____			
Software must allow for the creations of stills and video clipping in a standard format. Format? ____			
Server side storage must support saving of all vehicle recorded data for a minimum of 2 months per a vehicle			
Support 802.11B/G			
Automatic File transfer (please provide details)			
External triggers(lights, speed, ETC)			
Pre-event reordering (administrator preset)			
Battery Back-up			
GPS Based recording marking			
Can resolution, frame rate, quality be adjusted by the city of South Portland after purchase with no charge (30 f/s minimum required)			
All Backend equipment is accessible via TCP/IP			
Event based recording Vehicle Crash Sensor (GPS Based)			
Digital Authentication Algorithm			
Motorcycle solution			
Ability to stream video from all or selected cars in real-time			

Camera Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
Camera Zoom How many time? _____			
Camera dimensions shall not exceed 7" in length and 2.75" in width. so as not to illuminate the user in darkened conditions.			
The camera shall operate in extreme hot/cold weather conditions and shall be mounted on the windshield.			

CITY OF SOUTH PORTLAND RFP FOR CRUISER DIGITAL RECORDERS

The camera shall be a single unit including power lens. The camera shall provide both automatic and manual focus capabilities, which are user selectable.			
Lens will be equipped with automatic focus, automatic iris, and automatic white balance.			
The camera shall offer a signal-to-noise ratio of at least 46db.			
The camera shall be mounted with a heavy-duty adjustable mount and shall be attached at or on the windshield.			
The camera mount shall be easily adjusted without tools.			
The camera shall have an LED indicator light near the lens to indicate solid when video is being captured.			
It is preferred that the camera have a backlight setting which reduces glare and bleed over from outside lighting.			
The camera shall be a solid state, CCD imaging system that shall not be subject to burn in, or interference by magnetic fields.			
The camera shall have minimum color resolution of 450 horizontal lines.			
The CCD color camera shall prevent glare and light blooming during operation.			
The camera shall be capable of being rotated 180 degrees in either direction on its mount without having to loosen any screws or knobs.			
The camera should have a control for enhanced low light recording.			
The camera shall have adjustments for shutter speed to compensate for all commonly experienced lighting situations			
The camera shall be capable of providing a clear image with the minimum illumination of 1 lux/.3 lux preferred (the lower the lux, the better the night vision).			
The camera shall operate on a power source that is filtered, regulated, and short circuit protected.			
The voltage supplied to the camera shall meet the camera manufacturer's specifications and shall not vary with fluctuations of the system's electrical system voltage of between 9 and 18 volts.			
The camera shall be capable of withstanding temperatures from direct exposure to the sun as well as freezing temperatures that may be encountered during the winter (0 to 120 degrees Fahrenheit).			
The camera cover shall not warp or distort under normal conditions.			
The camera shall provide a horizontal field of view of at least 16 feet at a distance of 20 feet.			

Video Monitor Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
The monitor must be a high-quality color LCD monitor of at least 3" (but not greater than 6") diagonally measured.			
The display shall be of the LCD Active Matrix type.			
The monitor shall operate between 32F degrees and 120F degrees Fahrenheit.			
The monitor shall display a live picture from the camera when the system is powered (even if recording is not in progress).			

CITY OF SOUTH PORTLAND RFP FOR CRUISER DIGITAL RECORDERS

The monitor shall include a system speaker to provide monitoring of live audio from portable transmitter microphone or from recorded sound during the playback mode.			
The monitor shall have a volume control which will allow the user to adjust audio level and turn off monitor sound if desired			
The monitor shall operate independently of the recording device, ensuring the system shall function even if the monitor is not displaying a picture.			
The monitor shall display at a minimum: date/time, user identification information, emergency light indication, braking indicator and microphone activation indicator.			
The monitor shall be a dash mounted unit, overhead console, independent floor mount or between the seats console mounted			
The monitor shall operate on a power source that is filtered, regulated, and short circuit protected. The voltage supplied to the monitor shall meet the monitor manufacturer's specifications and shall not vary with fluctuations of the system's electrical system voltage of between 9 and 18 volts.			

Wireless Microphone Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
Wireless Microphone			
Wireless microphone transmitter shall operate in the 900 MHz band and utilize digital spread spectrum technology.			
Wireless microphone transmitter shall be Bluetooth			
Transmitter must be compact in size with dimensions not to exceed 2.5"x3.5"x .75" h-w-d.			
The microphone transmitter shall be equipped with an internal microphone, which will allow recording to continue even if the external microphone is disconnected.			
Once synchronized to a recording device, the microphone transmitter will control that selected device only and no others in close proximity.			
The microphone transmitter must be equipped with a linking device or station, which synchronizes the operating transmitter frequency to the mobile video system being used.			
Transmitter microphone must come equipped with compact carry case or device, which attaches the system to the users utility belt and does not interfere with operational use.			
The microphone transmitter shall be equipped with an external microphone with a universal connection port for replacement microphones.			
The microphone transmitter shall be equipped with an internal antenna. It shall not utilize the microphone cord as an antenna.			
The microphone shall automatically turn on when the recording device is activated and off when the recording device is deactivated.			
The microphone transmitter shall operate on rechargeable (lithium) batteries.			
The transmitter microphone must be capable of working with any mobile video system of the same brand.			
The transmitter must be equipped with a backlit status display which informs the user of transmit status, battery strength and recorder status.			
The microphone transmitter shall be capable of 8-10 hours continuous use without recharging.			

CITY OF SOUTH PORTLAND RFP FOR CRUISER DIGITAL RECORDERS

The microphone transmitter shall have a minimum operating range of 1,000 feet.			
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Security Features/ Physical Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
The recording device shall be mounted in the trunk of the vehicle in an environmentally controlled enclosure (vault) to seal and protect the recorder from dust, humidity and temperature changes to ensure an operational climate.			
The vault enclosure shall be crash resistant and capable of providing security from any attempts to vandalize or remove the recording media without authorization.			
The vault must be sealed to prevent the introduction of dust or moisture that may harm or prevent functioning of the media recording device.			
The vault shall contain environmental controls and shall possess a self-contained heating and cooling system that is automatically controlled by internal electronic thermostatic unit. To accomplish the heating and cooling function, the vault shall not require vent hoses or modification of the vehicle.			
The environmental control system must be designed to keep the recording device and internal electronics and equipment within operating range specified by recorder manufacturer. During extreme conditions, the recording device should reach operational temperatures within ten minutes.			
The vault must be capable of being mounted either horizontally or vertically in the trunk of the patrol vehicle to maximize storage space.			
The vault shall be capable of housing the receiver for the wireless microphone transmitter.			
All electronic controls and connectors shall be contained within the vault to provide additional protection from the elements for those components.			
The in-car recording system shall have the capability to restrict access to the programming functions, including but not limited to time/date features, to authorized personnel.			
The recording device must have the capability of preventing the user from erasing and taping over previously recorded information from either inside the vehicle or at the recording device controls.			
The recording device shall contain a method to determine if the recording media has been tampered with after it was recorded.			
The mobile video system must be designed to minimize any and all protruding connections or edges that may cause physical injury to vehicle occupants in the event of an accident.			
The camera and any other component shall be mounted in a manner as not to interfere with the effective operation of the airbag or any other safety device.			
The camera and any other component shall be mounted in a manner as not to interfere with any vehicle control mechanism or obstruct the vehicle operator's view.			
The system must be properly fused and protected to prevent overheating in case of a system malfunction.			
All electronics shall have input voltage of 13.5 (+ -20%) volts DC.			
The in-car recording system shall not interfere with the vehicle's electrical or electronic components, including the police radio system, mobile data terminals or computer data terminals, speed detection devices, through electromagnetic radiation or radio frequency interference produced by the camera, recording device, system controller or its components.			
The in-car recording system shall not be affected in any way by transmissions from the police communication packages in the vehicles.			
The in-car recording system shall be protected from damage due to input of voltage, reverse polarity, and electrical transients that may be encountered.			

CITY OF SOUTH PORTLAND RFP FOR CRUISER DIGITAL RECORDERS

All programmable parameters shall be contained in non-volatile memory. Loss of power to the system shall not result in the unit requiring reprogramming.			
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Control Head Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
System controller shall be made of durable construction and compact in design to be mounted in the overhead console, dash, or console between the seats.			
Controller must be enclosed in an ergonomically designed case with rounded edges to prevent injury to the user in the even of a sudden impact.			
The system controller shall have controls or indicators that will be illuminated when activated.			
The controller shall be equipped with an automatic brightness control in each of the indicator circuits.			
Primary controls shall be backlit for night operations.			
Controls: Power on/off; Play; Record start/stop; Fast Forward; Rewind; StopZoom			
Camera Controls (if not easily accessible on camera) 1) Zoom in/out 2) Auto Focus 3) Selectable Shutter 4) Backlight Control			
Indicators:1) Power on2) Microphone on3) media inserted and operational4) Recording5) Fast Forward6) Stop7) Time Counter8)			
Problem Indicators. The record function may be initialized by all of the following modes: 1) User pushes record button. 2) User activates the emergency equipment. 3) User activates the record button on the wireless microphone transmitter.			
Programming of the in-car recording system shall be restricted to authorized personnel only through the system controller.\			
The recording device rewind/fast forward/record controls shall not be accessible and/or usable by the operator when the environmentally controlled enclosure is opened to replace the recording media.			

Media Specifications	Current Package (Y/N)	Modify to include (Y/N)	Cost to Modify \$
Must be a digital format, it must accurately and reliably reproduce the original image as witnessed by the camera based and controlled. It shall also be upgradeable and fully compatible with future technology applications			
The recording media shall be capable of recording events uninterrupted for the minimum of 8 hours.			
The recorder shall be capable of recording a minimum of two audio track simultaneously in conjunction with the video signal.			
The recorder shall have incorporated sensors that detect excessive moisture or temperature.			
The recorder shall operate from 13.5 (+ -20%) DC voltage source.			
The recorder shall generate to the recording media and the monitor the date/time, users identifiers , brake light indicator, emergency equipment indicator and audio indicator.			
The date and time generator shall be self-adjusting for daylight savings time and leap year variances.			

The date/time and users identifier shall be on battery backup to prevent loss information in the event the vehicle battery is disconnected for up to a minimum of (4) hours.			
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PRICING:

INSTALLATION AND TRAINING

- 1. What is the one time cost to install the Hardware, and setup and configure it for operations. \$ _____
- 2. What is the one time cost for your recommended of on-site training: \$ _____

HARDWARE MAINTENANCE

Will annual hardware maintenance begin after the warranty has expired?
 Will the annual hardware maintenance first payment begin one year after software testing and acceptance?

SOFTWARE MAINTENANCE

Will annual software maintenance begin after the warranty has expired?
 Will the annual software maintenance first payment begin one year after software testing and acceptance?

COST OF SYSTEM:

Costs per a vehicle (bid total based on **12** vehicles):

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Services:

Installation Services \$ _____
 Training Services \$ _____

Other Expenses list below:

\$ _____
 \$ _____

First Year Annual Maintenance

\$ _____

BID TOTAL

\$ _____

CITY OF SOUTH PORTLAND RFP FOR CRUISER DIGITAL RECORDERS

Signed: _____
(Corporation, Firm or Company)

By: _____
(Officer, Authorized Individual or Owner)

Title: _____

Mailing
Address: _____

Zip Code _____

Telephone: _____

Fax: _____

E-Mail: _____

NOTE: Bids must bear the handwritten signature of a duly authorized member or employee of the organization making the bid.

DATE: _____