



CITY OF SUGAR LAND
PURCHASING OFFICE

REQUEST FOR HIGH TECHNOLOGY PROPOSAL - RFP NO. 2008-16
IN-CAR VIDEO CAMERA SYSTEM

RETURN BID TO:

City of Sugar Land
City Secretary Office
2700 Town Center Boulevard North
Sugar Land, Texas 77479

MAILING ADDRESS:

City of Sugar Land
City Secretary Office
P.O. Box 110
Sugar Land, TX 77487

The enclosed **Request for High Technology Proposal (RFP)** and accompanying **Specifications** are for your convenience in proposing the enclosed referenced goods and services for City of Sugar Land.

**Sealed proposals in triplicate shall be received no later than:
11:00 A.M., Thursday, May 8, 2008**

MARK ENVELOPE: "RFP NO. 2008-16: In-Car Video Camera Systems"

All proposals shall be signed and dated. Proposals that are not signed and dated will be rejected.

A pre-proposal conference will be conducted on **Thursday May 1, at 9:00am in the Brazos Room, 1st Floor of City Hall, 2700 Town Center Blvd. North, Sugar Land, TX.** The pre-bid conference is not mandatory, but bidders are encouraged to attend.

City of Sugar Land appreciates your time and effort in preparing a proposal. Please note that all the proposals **must be received at the designated location by the deadline shown.** Proposals received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. The Opening is scheduled for **11:00 A.M., Thursday, May 8, 2008** at which time the names of the firms submitting proposals will be read. No other information will be released by the City during the proposal evaluation process or prior to contract award. **You are invited to attend.**

City of Sugar Land is aware of the time and effort you expend in preparing and submitting proposals to

the City. Please let us know of any requirements that are causing you difficulty in responding to our request for proposals. We want to make the process as convenient as possible so that all responsible vendors can compete for the City's business.

QUESTIONS REGARDING BID SPECIFICATIONS: All questions regarding this bid should be submitted in writing to the City of Sugar Land Purchasing Office. Questions and answers will be distributed to all known ITB specification holders.

Please direct all questions regarding this bid to:

City of Sugar Land Purchasing Office
Jason Poscovsky, Contract Administrator
Telephone: 281-275-2302
Fax: 281-275-2741
E-mail: jposcovsky@sugarlandtx.gov

Questions regarding this bid must be received at the City of Sugar Land's Purchasing Office no later than **5:00 P.M., Friday, May 2, 2008. Questions will not be accepted after this time.**

REQUEST FOR HIGH TECHNOLOGY PROPOSAL

**INSTRUCTIONS AND TERMS OF CONTRACT
RFP NO. 2008-16**

The City of Sugar Land will receive sealed proposals for:

IN-CAR VIDEO CAMERA SYSTEM

IT IS UNDERSTOOD that the City of Sugar Land reserves the right to negotiate all elements that comprise the proposal and to accept or reject part or all of any proposal.

PROPOSALS must be submitted in the format provided for that purpose in this packet. Each proposal shall be placed in a separate sealed envelope and **manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below. **FACSIMILE TRANSMITTALS SHALL NOT BE ACCEPTED.**

GENERAL INSTRUCTIONS: Firms submitting proposals should carefully examine all terms, conditions, specifications and related documents. Should discrepancies in or omissions from the specifications or related documents, or should there be doubt as to their meaning, the Purchasing Manager should be notified immediately for clarification prior to submitting the proposal. In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, the City of Sugar Land's interpretation shall govern.

FUNDING: Funds for payment have been provided through the City of Sugar Land budget approved by the City Council for this fiscal year only. State of Texas statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City of Sugar Land fiscal year shall be subject to budget approval.

LATE PROPOSALS: Proposals received in the City Secretary Office after submission deadline will be considered void and unacceptable. City of Sugar Land is not responsible for lateness or non-delivery of mail, carrier, etc., and the date/time stamp in the City Secretary Office shall be the official time of receipt.

ALTERING PROPOSALS: Proposals cannot be altered or amended after submission deadline. Any alterations or erasures made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

WITHDRAWAL OF PROPOSALS: Any proposal may be withdrawn prior to the scheduling time for opening. Notice to withdraw the proposal must be in writing and submitted to the City prior to the scheduled time for opening proposals. Any proposal withdrawal notice, which is received after the deadline for receiving proposals, shall not be considered.

SALES TAX: City of Sugar Land is exempt by law from payment of Texas Sales Tax and Federal Excise Tax. **Do not include tax in proposal.**

PRICING: Prices for all goods and/or services shall be firm for the duration of this contract. **Prices shall be all inclusive.** Additional charges not shown in the proposal will not be honored.

DELIVERY: All delivery and freight charges (FOB City of Sugar Land designated location) are to be

included in the proposal price.

HIGH TECHNOLOGY PROPOSAL: This request for proposal (RFP) is classified as high technology under Texas State law. As such, proposals are not available for public inspection until after the contract award. If the proposal contains trade secrets and confidential information, then the proposal is not open to public review even after the contract award, provided that the respondent has notified the City, in writing, that the proposal contains trade secrets and confidential information. All confidential information in the proposal must be clearly identified.

COMPETITIVE SELECTION / EVALUATION FACTORS: Evaluation factors outlined below shall be applied to all eligible, responsive contractors in comparing proposals. Award of a contract may be made without discussion to one the firms submitting a proposal after responses are received. Proposals should, therefore, be submitted on the most favorable terms.

Proposal Evaluation Factors

Proposal evaluation factors include:

- 50% Ability to meet the Features and Functions as outlined in this RFP (Appendix A)
- 20% Vendor Qualification and Experience
- 20% Total Proposed Price
- 10% References

A minimum score of 70% must be achieved in each factor for the proposal to be considered.

REVIEW COMMITTEE: Proposals received in response to this RFP will be reviewed and evaluated by City staff.

The Review Committee reserves the option to require hardware and software demonstrations of proposed equipment as part of the proposal evaluation process.

CONTRACT AWARD: If a contract is awarded, the contractor will be selected on a rational basis using the proposal evaluation factors and results of subsequent negotiations. The City has the right to award a contract upon the conditions, terms, and Specifications contained in a proposal submitted to the City for a period of up to one hundred twenty (120) days following the date specified for the opening of proposals.

REJECTION OF PROPOSALS: The City Council may choose to reject all proposals and not award any contract. If the City Council does not award a contract within one hundred twenty (120) days following the date specified for the opening of proposals, all proposals are deemed to be rejected by the City Council.

PURCHASE ORDER: City of Sugar Land shall generate a purchase order by to the successful contractor. The purchase order number must appear on all invoices, packing lists and all related correspondence. City of Sugar Land will not be responsible for any orders placed and/or delivered without a valid Purchase order number.

REFERENCES: City of Sugar Land requests contractor to supply, with this RFP, a list of five (5)

references where like products or services their firm has supplied. Include name of firm, address, telephone number and contact name using the references form found in this packet.

INSURANCE: The successful contractor shall provide and maintain the minimum insurance coverages set forth below during the term of its agreement with the City.

1. Commercial General Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence and \$2,000,000 general aggregate for bodily injury and property damage, which coverage shall include products/completed operations (\$1,000,000 products/ completed operations aggregate), and XCU (Explosion, Collapse, Underground) hazards. Coverage must be written on an occurrence form. Contractual Liability must be maintained covering the Contractor's obligations contained in the contract. The general aggregate limit must be at least two (2) times the each-occurrence limit.
2. Workers Compensation insurance at statutory limits, including Employer's Liability coverage at minimum limits of \$500,000 each-occurrence each accident/\$500,000 by disease each-occurrence/\$500,000 by disease aggregate.
3. Commercial Automobile Liability insurance at minimum combined single limits of \$1,000,000 per-occurrence for bodily injury and property damage, including owned, non-owned and hired car coverage.

Any Subcontractor(s) hired by the Contractor shall maintain insurance coverage equal to that required of the Contractor. It is the responsibility of the Contractor to assure compliance with this provision. The City of Sugar Land accepts no responsibility arising from the conduct, or lack of conduct, of the Subcontractor.

A Comprehensive General Liability insurance form may be used in lieu of a Commercial General Liability insurance form. In this event, coverage must be written on an occurrence basis, at limits of \$1,000,000 each-occurrence, combined single limit, and coverage must include a broad form Comprehensive General Liability Endorsement, products/completed operations, XCU hazards and contractual liability.

With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:

1. The City of Sugar Land shall be named as an additional insured with respect to General Liability and Automobile Liability.
2. All liability policies shall contain no cross liability exclusions or insured versus insured restrictions.
3. A waiver of subrogation in favor of The City of Sugar Land shall be contained in the Workers Compensation and all liability policies.
4. All insurance policies shall be endorsed to require the insurer to immediately notify The City of Sugar Land of any material change in the insurance coverage.
5. All insurance policies shall be endorsed to the effect that The City of Sugar Land will receive at least sixty- (60) days notice prior to cancellation or non-renewal of the insurance.
6. All insurance policies, which name The City of Sugar Land as an additional insured, must be

endorsed to read as primary coverage regardless of the application of other insurance.

7. Required limits may be satisfied by any combination of primary and umbrella liability insurances.
8. Contractor may maintain reasonable and customary deductibles, subject to approval by The City of Sugar Land.
9. Insurance must be purchased from insurers that are financially acceptable to the City of Sugar Land.

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or it's authorized agent and shall contain provisions representing and warranting the following:

1. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
2. Shall specifically set forth the notice-of-cancellation or termination provisions to The City of Sugar Land.

Upon request, Contractor shall furnish The City of Sugar Land with certified copies of all insurance policies.

A valid certificate of insurance verifying each of the coverages required above shall be submitted with the RFP documents. The certificate of insurance shall be sent to:

City of Sugar Land
Purchasing Division
P O Box 110
Sugar Land, TX 77487-0110

ETHICS: The bidder shall not offer or accept gifts or anything of value or enter into any business arrangement with any employee, official or agent of City of Sugar Land. More than one proposal on any one contract from a firm or individual under different names shall be grounds for rejection of all proposals in which the firm or individual has an interest. One or all proposals will be rejected if there is any reason to believe that collusion exists between bidders

Bidders must make every effort to comply Chapter 176 of the Texas Local Government Code. Chapter 176 mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City of Sugar Land, including affiliations and business and financial relationships such persons may have with City of Sugar Land officers.

By doing business or seeking to do business with the City of Sugar Land, including submitting a response to this Invitation to Bid, you acknowledge that you have been notified of the requirements of Chapter 176 of the Texas Local Government Code and you are representing that you are in compliance with them.

Conflict of Interest questionnaire found at the back of this packet must be filled out and turned in with each proposal.

DESCRIPTIONS: Specifications may reference any catalog, brand name or manufacturers' model

numbers. It is the intent of the City of Sugar Land to be **DESCRIPTIVE - NOT RESTRICTIVE** and to establish a desired quality level of merchandise or to meet a pre-established standard of quality. Contractors may offer items of equal quality and the burden of proof of such quality rests with them. The City of Sugar Land shall act as sole judge in determining quality and acceptability of products offered.

ADDENDA: Any interpretations, corrections or changes to this Request For Proposal and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Sugar Land Purchasing Office. Addenda will be mailed to all who are known to have received a copy of this Request For Proposal. Contractors shall acknowledge receipt of all addenda.

PROPOSALS MUST COMPLY with all federal, state, county and local laws concerning this type of good or service.

DOCUMENTATION: Contractors shall provide with this proposal response all documentation required by this RFP. Failure to provide this information may result in rejection of proposal.

INDEMNIFICATION: The contractor shall indemnify, defend, and hold the City, its officers, agents, and employees, harmless from any claim, loss, damage, suit, and liability of every kind, including all expenses of litigation, court costs, and attorneys' fees, for injury to or death of any person, or for damage to any property, arising from or caused by any act or omission of contractor, its officers, employees, agents, or subcontractors, in performing its obligations under this contract.

TERMINATION OF CONTRACT: The City of Sugar Land reserves the right to terminate the contract immediately in the event the successful contractor:

1. Fails to meet delivery schedules;
2. Defaults in the payment of any fees;
3. Otherwise fails to perform in accordance with this contract;
4. Becomes insolvent and/or files for protection under bankruptcy laws.

Such termination is in addition to and not in lieu of any other remedies that City of Sugar Land may have in law or equity. Contractor, in submitting this proposal, agrees that City of Sugar Land shall not be liable to prosecution for damages in the event that the City declares the contractor in default.

NOTICE: Any notice provided by this proposal or required by law to be given to the successful contractor by City of Sugar Land shall be deemed to have been given and received on the next business day after such written notice has been deposited in the U. S. mail in Sugar Land, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful contractor at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

PATENTS / COPYRIGHTS: The successful contractor agrees to protect City of Sugar Land from claims involving infringements of patents and/or copyrights.

PACKING SLIPS or other suitable shipping documents shall accompany each shipment and shall show:

- (a) Vendor company name and address;
- (b) Name and address of the City of Sugar Land department the shipment is being made to;
- (c) City of Sugar Land purchase order number;
- (d) Descriptive information as to the items delivered, including quantity and part numbers.

INVOICES submitted for payment shall be addressed to City of Sugar Land, Accounts Payable and shall reference the City of Sugar Land approved purchase order number. Periodic payments will be made

within 30 days of invoice date or satisfactory delivery of the product or service, whichever is later, provided that all other requirements as detailed in the contract have been fulfilled.

QUALITY CONTROL: Goods supplied under this contract shall be subject to approval as to quality and must conform to the highest standards of manufacturing practice. Items found defective or not meeting specifications shall be replaced at the supplier's expense within a reasonable period of time. Payment for defective goods or goods failing to meet specifications is not due until 30 days after satisfactory replacement has been made.

REMEDIES: The successful Contractor and City of Sugar Land agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.

SAMPLES: When requested, samples shall be furnished to City of Sugar Land at no charge.

LAW GOVERNING AND VENUE: This contract shall be govern by the law of the State of Texas and no lawsuit shall be prosecuted on this contract except in a court of competent jurisdiction located in Fort Bend County, Texas.

ASSIGNMENT: The successful contractor shall not sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of City of Sugar Land.

SILENCE OF SPECIFICATION: The apparent silence of these Specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

WARRANTY: Successful contractor shall warrant that all items or services shall conform to the proposed specifications and all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

INTERLOCAL AGREEMENT: Successful proposer agrees to extend prices and terms to all entities who have entered into or will enter into joint Purchasing Interlocal Cooperation Agreements with the City of Sugar Land.

PROJECT SCOPE

The City of Sugar Land, Texas is seeking qualified Vendors to acquire an In-Car Video Camera System to be used by the Police Department. The City of Sugar Land is seeking a "turn-key" solution using current technology.

TOTAL SOLUTION REQUIREMENT

The successful vendor will be responsible for providing Sugar Land with a total installed solution. For the purposes of this RFP, a total solution means that the successful vendor will be responsible for providing all hardware, software, training, shipping, installation, preparation, setup, testing, integration and/or interfaces to existing systems, documentation and other services necessary for the successful

installation of a fully functional electronic video camera system, including all backend hardware and software, that satisfies the requirements stated, at a minimum, as outlined within this RFP. At this time, the City of Sugar Land is looking for a total of 21 devices. This number is expected to grow in the future as current devices are replaced.

As part of the requirement, the successful vendor will make every effort to utilize existing Sugar Land hardware and software currently in place that is compatible and usable with the system provided as “turn-key” in order to reduce the total cost of the project. Although all hardware acquisition should be included in the specifications and pricing, the City of Sugar Land may elect to purchase hardware independently from this proposal.

Omissions of essential or necessary items by the successful Vendor will result in the vendor providing the omitted item(s) at no cost to Sugar Land as part of the total solution system. Optional equipment should be listed as such, as well as exceptions.

Section I: Minimum Information to Comply with Evaluation Factors

A. Company Qualifications and Experience

- A.1 Exhibit 5 years or more experience in public safety in-car video camera operations.
- A.2 Company organizational chart must be included in response.
- A.3 Respondent must demonstrate proof of company financial stability by submitting audited financial statements from previous 3 years. Financial statements may be submitted in a separate, sealed envelope.
- A.4 If any part of the system is hosted off-site, provide a description of respondent’s policies regarding storage, retention, backup and distribution of data.
- A.5 If any part of the system is hosted off-site, describe the utilization of a business continuity plan, including failover to a primary disaster site and including the time period for resumption of normal client activities.
- A.6 If any part of the system is hosted off-site, describe their ongoing maintenance and system testing procedures.
- A.7 Include Service Level Agreements (SLAs) with other agencies.
- A.8 Provide an implementation plan with a timeline from contract signature through installation and user training with clearly identified roles and responsibilities for both respondent and client.
- A.9 The respondent must offer printed, and / or online training manuals as well as suggestions for use and best practices as part of the training process. A minimum of five (5) hardcopies of the training materials will also be provided
- A.8 Include Maintenance Agreements with other agencies.

B. Pricing

- B.1 All pricing should be inclusive of all hardware, software and services to provide a total solution. Each of these categories should be broken down to allow the City to evaluate the response.
- B.2 Outline all additional fees, if any, and fees should be indicated for support, training, travel, maintenance, or any other costs.
- B.3 Identify any recurring costs.
- B.4 Price should include an annual contract automatically renewable each year unless either party gives written notice within 30-days of the contract termination that it wishes to terminate the agreement. There may be no more than a 5% increase in the contract annually and written notification of any increase must be given to the City of Sugar Land within 30-days of the existing contract expiration date. The written notification of increase must include the amount of the increase.

C. References

- C.1 Provide a list of all current customers in Texas.
- C.2 Provide at least 5 references in state of Texas. All references included must be current, non-promotional clients who have the system in production for a minimum of twelve (12) months. The agency, contact name, email address and phone number of the contact is required.

SECTION II: Format for Proposal Content

- 1. Cover Letter
 - a. Name of Company
 - b. Provide Contact Person during proposal process
 - c. State Proposal good for 120 days
 - d. Must be signed by authorized company representative
- 2. City Required Forms
 - a. Price Schedule
 - b. Bidder Certification and Addenda Acknowledgement
 - c. Contractor Information
 - d. Conflict of Interest Questionnaire
- 3. Designated Account Representative
 - a. Document their role in providing support to the City
 - b. Detail experience required by company for Account Representatives
- 4. Company Organization and Financial Status information as outlined in Section I, A.
- 5. Pricing information as outlined in Section I, B.

- 6. References as outlined in Section I, C.
- 7. A completed Appendix A, including appropriate comments.

**RFP 2008 – 16
IN-CAR VIDEO CAMERA SYSTEM
APPENDIX A**

	Safety	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
1	No item installed in the interior of the passenger compartment will increase the risk of injury to occupants during events related to a vehicle crash.				
2	Exposed exterior surfaces, corners, fasteners, and controls that could be contacted by an occupant during a collision are of a design that				

	minimizes the potential for injury.				
3	Any equipment placed between the front seats is not higher than the bottom seat cushion for the entire length of the cushion.				
4	No equipment is installed in any original vehicle manufacturer's designated air bag deployment zone.				
5	All controls and components are located and designed to minimize driver distraction.				
6	The control pad is designed and organized to minimize officer workload. The record button is readily identifiable by size, color, location and/or other design features. The record button is easily accessible by officers wearing gloves.				
7	All controls are easily activated by a wide range of officers/operators. Reach requirements correspond to guidelines set forth by the Society of Automotive Engineers for the placement of automotive controls.				
8	All cameras default to auto focus.				
9	An auto focus override system exists and is configurable to prevent operation while the vehicle is in motion.				
10	System components can be illuminated for ready identification during periods of darkness. Backlit controls are preferred.				
11	The viewing screen can be completely dimmed.				
12	The operator can blackout the system on demand.				
13	Only monitoring of information being or capable of being recorded is displayed on the viewing screen while the vehicle is in motion. Viewing of previously recorded or externally supplied digital asset is not be allowed while the vehicle is in motion.				
14	Installed equipment is located to minimize interference with the view of the driver.				
15	Installed equipment is located to minimize interference with the view of the front seat passenger.				
16	No part of any equipment in the interior of the passenger compartment obscures any speedometer, warning lights, gauges, essential controls, or mirrors placed in the vehicle by the				

	original equipment manufacturer.				
17	No proposed equipment interferes with the operation of vehicle controls such as the transmission shifter, headlamp controls, windshield wipers, electric door locks, window defroster controls, etc.				
18	Installed equipment is properly fused to minimize shock and fire hazards				
19	All wiring meets industry standards applicable to the wire application.				
20	All systems are properly grounded				
21	Information is provided in the installer's guide or owner's manual that specifies the proper wiring, fuses, connectors, connection points with the vehicle electrical system and grounding points.				
22	Doors, brackets or any other moving part shall be designed so that fingers or hands cannot be pinched and injured when the parts are moved				
23	No parts that can come into contact with human skin will reach a temperature capable of causing a burn injury.				
24	All system components carried on the officer's person meets all Underwriters Laboratory Standards for shock/electrocution and burn prevention. All batteries used in such devices meet Underwriters Laboratory Standards for safety.				
25	Any body-worn cords or wires are of such construction that they minimize the risk of strangulation or cause injury from strangulation, cutting off of blood flow or laceration during assault, slip, fall or other types of incidents or during a vehicle crash				
26	Any component worn or carried by the officer is free of sharp points or edges that could cause injury during a fight, slip, fall or other types of incidents. In addition, all clips and retention devices are designed to minimize the possibility of pinch points that could cause injury.				
27	A system has an illuminated record indicator readily visible to persons outside the vehicle to the front and passenger side that indicates when the system is actively recording. This indicator does not need to be visible to occupants inside the vehicle.				

	General Mobile Video System	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
28	The mobile video system consists of a camera, a recording mechanism, control center, monitor, wireless microphone/transmitter system to capture audio outside of the vehicle for traffic stops, and a hard-wired microphone to capture audio from inside the police vehicle.				
29	The video system's is able to maintain consistent audio/visual recording quality, while subject to interference from the following sources:				
30	a) High-powered television stations				
31	b) Other radio frequency interference (including UHF, VHF and HF transmitters.)				
32	c) Automobile alternator, ignition, and electrical systems				
33	d) Automobile heaters / air conditioner fan motors				
34	e) Other patrol vehicle electrical systems to include radios, emergency lights, siren, mobile data computers, and speed measuring devices				
35	f) High voltage power lines, traffic signals, neon signs, etc.				
36	When in operation, the mobile video system does not generate electromagnetic or radiation that interferes with communications or other electronic equipment found within a police vehicle.				
37	Programming of the in-car recording system is restricted to authorized personnel only through the system controller.				
38	The in-car recording system is protected from damage due to input of voltage, reverse polarity, and electrical transients that may be encountered.				
39	All programmable parameters are contained in non-volatile memory.				
40	Loss of power to the system does not result in the unit requiring reprogramming, and sudden loss of power does not cause loss of any recorded data.				
41	The system can be powered on/shutdown in 2 minutes or less.				

42	The system will go into standby mode if the vehicle voltage drops below an acceptable level.				
43	The video system can be interfaced with a Motorola MW810 workstation with a video expansion board /composite video in/out (option # VA00385).				
44	The video system can be interfaced with a GPS receiver and record relevant data. Trimble hardware is currently in use.				
45	Encoding/Compression are compliant with industry standard CODECs for playback. (CODEC must be Windows compliant and capable of playback on the most current version of Windows Media Player)				
46	The system records in an industry standard format, MPEG1, MPEG2 or MPEG4 or other. (Specify).				
47	The in-car media will allow for the recording of a minimum of 48 hours of video before downloading is required. (Specify)				

	Front-Facing / Primary Camera	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
48	The camera operates within the range of temperatures from 0 to 120 degrees Fahrenheit and/or between -18 to 40 degrees Celsius.				
49	The camera and lens are equipped with auto focus, automatic exposure, and automatic white balance.				
50	The camera has a backlight compensation setting.				
51	The camera is a solid state imaging system that will not be subject to burn in, or interference by magnetic fields.				
52	The camera has a minimum color resolution of 450 horizontal lines.				
53	The camera is capable of being rotated 180 degrees on a horizontal plane in either direction on its mount without having to loosen any screws or knobs.				

54	The camera operates on a filtered power source, regulated, and short-circuit protected. The voltage supplied to the camera meets the manufacturer's specification and does not vary with fluctuations of the system's electrical system voltage of between 9 and 18 volts.				
55	The camera provides a minimum field of view of 24 feet width at a distance of 35 feet (40 degrees).				
56	The camera provides both automatic and manual focus capabilities, which are user selectable.				
57	The camera offers a signal-to-noise ratio of at least 46db.				

	Secondary Camera / Microphone	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
58	The system supports a secondary camera.				
59	The secondary camera can be mounted covertly in the rear passenger compartment.				
60	The secondary camera can be color/black & white or infrared. (Specify options)				
61	The video stream from the secondary camera is recorded independent of the primary camera.				
62	The secondary camera is user activated.				
63	A secondary microphone can be utilized in conjunction with the camera.				
64	The audio from the secondary microphone is recorded independent of the primary audio.				
65	The secondary microphone is user activated.				

	Video Monitor	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
66	The monitor is at a minimum at least a 3 inch (diagonally measured) color monitor.				
67	The monitor operates between 32 and 120 degrees Fahrenheit and/or between 0 and 49 degrees Celsius.				

68	The monitor is capable of displaying a live picture from the camera when the system is on (even if recording is not in progress).				
69	The system includes a system speaker to provide monitoring of live audio from the portable transmitter microphone and from recorded sounds during the playback mode. The system also contains a readily accessible control to enable and disable monitoring of live audio.				
70	The system has a volume control, which allows the user to adjust audio level and turn off sound if desired.				
71	The recording device operates independently of the monitor.				
72	The monitor has the capability to display: date/time, user identification information, emergency light indication, siren indication, braking indicator and microphone activation indicator.				
73	The monitor operates on a filtered power source, regulated, and short-circuit protected. The voltage supplied to the monitor meets the manufacturer's specification and does not vary with fluctuations of the system's electrical system voltage of between 9 and 18 volts.				
74	The video system can utilize the Motorola MW810 Workstation monitor in lieu of an additional monitor.				

	Camera / Mobile Digital Video Recorder (MDVR) Controls	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
87	The following controls exist:				
88	a) Power on/off				
89	b) Play				
90	c) Record start/stop				
91	d) Fast Forward				
92	e) Rewind				

93	f) Stop				
94	g) Pause				
95	The following camera controls exist, if not easily accessible on camera:				
96	a) Zoom in/out				
97	b) Auto Focus on/off				
98	c) Backlight Compensation				
99	The following Indicators exist:				
100	a) System Power on				
101	b) Microphone on				
102	c) Media inserted and operational with remaining capacity/time available				
103	d) Recording				
104	e) Fast Forward				
105	f) Stop				
106	g) Time Counter				
107	h) Diagnostic Indicator				
108	The recording functions are activated by any of the following modes:				
109	a) User pushes record button.				
110	b) Activation of the emergency lights and/or sirens.				
111	c) User activates the record button on the wireless microphone transmitter				
112	The in-car recording system has the capability to restrict access to the programming functions, including but not limited to time/date features.				
113	The recording device has the capability of preventing the user from erasing and recording				

	over previously recorded information from either inside the vehicle or at the recording device controls.				
114	The system provides for pre-event recording with user-defined parameters. (Specify available parameters)				
115	The system has a separate recording media for pre-event recording that can retain pre-event recordings for a minimum of eight (8) hours.				
116	The system is capable of streaming live video to the dispatch center via a wi-fi network or a Verizon EVDO air card.				

	Vehicle System Recording Integrity	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
117	The system has features built in to ensure the integrity of the vehicle recording system, in such a way that the system limits the potential for errors.				
118	The Active and Archival Storage systems provide a mechanism for backing-up digital assets.				
119	The Active and Archival Storage systems utilize fault tolerant storage or similar technology.				
120	User interfaces prevent the input of invalid data.				

	Time Consistency	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
121	Time stamping in whatever format offered or selected, is consistent within all system components.				
122	The vehicle's recorder clocks are synchronized to the Active and Archival Storage System within 0.5 seconds, when the vehicle recorders have electronic connectivity to the storage systems. Evidence is provided that system components are synchronized in time.				
123	Video systems in all vehicles in the fleet are synchronized to within 0.5 seconds of each other.				

124	Metadata, including time stamping, remains accurate with respect to the recording as it was captured, despite any time sync irregularities in a secondary unit, archival system, or viewer.				
125	Time stamping between the components of the digital asset is consistent and maintained. This is verifiable by a means offered by the vendor.				
126	Each component in the system maintaining an independent clock also contains a mechanism to backup the clock for a minimum of fourteen days in the case of primary power failure to the component.				
127	Data is moved interchangeably between subsystems without corruption or other change.				

	Authenticity	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
128	The recorder identifies the vehicle in which the recorder is mounted				
129	Removable Media indicates the badge number of the officer assigned to the media or the vehicle ID and the officer assigned to transfer the media, if applicable, and the Media ID.				
130	Non-Removable Media indicates the badge number of the officer or the vehicle ID and the officer assigned to transfer the media, if applicable, and is related to a specific digital asset.				
131	The officer and the officer assigned to transfer the media, if applicable, can log into system and validate that the equipment is operating properly.				
132	During system initiation, the system has the capability to visually indicate to the officer if the system has been tampered with.				
133	The vehicle video capture system provides a mechanism to capture the time and date of the recording. The time and date of the recording becomes part of the Chain of Custody Audit Log associated all recordings.				
134	The Active Storage System includes the Media ID of any removable media used to transfer the digital asset from the Vehicle Video Capture System. The Media ID shall become part of the Chain of Custody Audit Log of all recordings.				

135	Evidentiary digital asset recording systems using electronic transfer of the recorded material have an automated authentication mechanism.				
136	Digital asset authentication is attached to the digital asset sequence when first recorded. The video recording equipment uses the digital signature that has been standardized and approved by the America Bar Association.				
137	Prior to the electronic transfer of evidentiary digital assets, metadata is attached.				

	Transfer of Digital Assets	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
138	The Archive and Active Storage systems provide a chain of evidence report detailing all digital assets activity.				
139	The chain of custody audit log contains a Media Identification Number consistent with operating agency policy.				
140	An integrity check is used to validate that the digital asset on the Active Storage is an accurate copy to any data on the removable storage media prior to the clearing of data on the removable storage media.				
141	The chain of custody audit log for evidentiary digital assets included on the Active Storage System contains the following items when the digital asset on a removable media device is transferred to Active Storage				
142	a) Name or ID (badge number or employee number) of officer or person submitting digital asset for transfer;				
143	b) Media identification number (if tracked by the department);				
144	c) Number of “copies” made to other media				
145	d) Retention period for digital asset;				
146	e) Integrity check performed to validate that the digital asset transferred to the active storage is an accurate copy prior to any clearing of data on the removable storage media.				
147	An integrity check is used to validate that the digital asset on the Active Storage is an accurate copy to any data on the recorder prior to the				

	information being deleted from the recorder.				
148	The chain of custody audit log for evidentiary digital assets included on the Active Storage System contains the following items when wireless (automated) digital asset transfer from the recorder to Active Storage is used				
149	a) Successful connection with recorder made;				
150	b) Time/date of transfer;				
151	c) Number of “copies” made to other media				
152	d) Retention period for digital asset;				
153	e) Integrity check is performed to validate that the digital asset transferred to the server is an accurate copy prior to any clearing of data on the recorder storage medium.				
154	If a public network is used to transfer the digital asset from the recorder to Active Storage or between Active Storage and Archival Storage, at a minimum, uses 128-bit encryption to create a secure connection for the digital assets to be transferred.				
155	The Chain of Custody Audit Log for evidentiary digital assets contains the following items when the digital asset is transferred from Active Storage to Archival Storage:				
156	a) Name of System Administrator initiating the transfer (if process is not automated);				
157	b) Time/date of transfer;				
158	c) Retention period for digital assets;				
159	d) Integrity check performed to validate that the digital asset transferred from Active Storage to Archival Storage is an accurate copy prior to clearing of Active Storage.				
160	The Chain of Custody Audit Log for evidentiary digital assets contains the following items when the digital asset is transferred from Archival Storage to Active Storage:				
161	a) Name of System Administrator initiating the transfer (if process is not automated);				
162	b) Time/date of transfer;				
163	c) Retention period for digital assets				
164	d) Integrity check performed to validate that the digital assets transferred back to Active Storage is an accurate copy should the digital assets stored in Archival Storage be removed.				

165	The Chain of Custody Audit Log for evidentiary digital assets contains the following items on retrieval of data from Active or Archival Storage for replication onto departmentally accepted media for presentation in court or other official capacity:				
166	a) Name of System Administrator or designated personnel requesting digital asset for export;				
167	b) Time/Date of export;				
168	c) Retention period for digital assets;				
169	d) Integrity check to validate that exported copy is an accurate copy of original digital asset in Active or Archival Storage				
170	The Chain of Custody Audit Log for evidentiary digital assets contains the date, time and an identifier that indicates the digital assets removed.				
171	An Integrity check is used to validate that the digital asset on the Active Storage is an accurate copy of any data on the removable storage media prior to setting the deleted indication.				
172	Transferred recordings are maintained in the same format/compression in which originally recorded in the vehicle.				

	Physical Security	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
173	When powered, the recorder performs a self-test to insure complete functionality. If the recorder does not pass the self-test, it will immediately notify the user.				
174	The recorder will be able to monitor itself while in operation. Should a component of the recorder fail while in operation, the recorder will immediately notify the user.				
175	The recorder will provide the following media diagnostics:				
176	a) Indicate amount of storage space remaining on media; and				
177	b) Send a notification to the user (audible/visual) that storage is reaching its maximum capacity.				
178	The recording device can be physically mounted				

	in the vehicle, following the manufacturer’s recommendations, to prevent removal without tools and deter theft of the device.				
179	If removable, the recording device, at a minimum, is secured using a physical lock that prevents unauthorized removal of recorder from the vehicle. A key is required to unlock the recorder for removal from the vehicle.				
180	a) Keys to the physical lock can include but are not limited to:				
181	i. A typical key, though one that can not be easily duplicated (cylindrical key, etc)				
182	ii. A “credit card” style magnetic strip that can be “swiped” to release the lock.				
183	iii. An electronic “chip” which will release the lock when placed into proximity of a specific sensor.				
184	The recording media is secured using a locking mechanism that prevents unauthorized removal of the storage media from the recorder.				
185	The recording device indicates when media is inserted into the recorder.				
186	A key is used to unlock the recording media for removal from the recorder.				
187	Non-removable recording media is housed inside the recorder to prevent tampering with and/or destruction of the media.				
188	The vendor provides guidelines on the media life cycle of the digital asset.				
189	Removable media contains the following items and markings:				
190	a) Tamper detection process;				
191	b) Damage protection; and				
192	c) The media must be marked on the exterior with an identifying number or markings that identify each media and makes that media unique.				
193	The system recognizes predefined settings for each user when the user logins.				
194	The system can accept a login script from a mobile computer for the user to login.				

	Digital Asset Recording	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At	Feature /Function Can Be Added At a	Comments
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			No Cost	Cost	
195	The digital assets recorded accurately, reliably reproduce the viewed imaged, observed sound, and associated metadata as the evidentiary Digital Asset.				
196	The in-car system is capable of recording events uninterrupted for a minimum of three and a half hours (3.5) hours at a minimum resolution of 640x480 (VGA) and a minimum frame rate of 29.97 frames per second (fps).				
197	The 1st instance / primary image shall conform to accepted UL industry standards.				
198	1st instance / primary image uses a HASH verification process to certify the authenticity of the digital asset(s).				
199	The in-car system is capable of capturing a forty-degree horizontal field of view as part of the digital asset known as 1st instance / primary image full motion video.				
200	The exchange of the digital assets from the in-car system, active system, and archival storage system can be done in various ways. To that end all systems shall conform to the following:				
201	All electronic transfers / exchanges between the in-car recording system, and the active, or archival storage system along with any subsequent electronic transfers or exchanges of the evidentiary Digital Asset between the active and archival systems are lossless and done with a HASH verification process.				
202	All evidentiary digital assets and accompanying audio tracks are capable of being rendered to a uncompressed file in industry standard file format. The associated metadata is transcoded into a file in standard file format.				

	System / Metadata	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
203	All metadata is capable of being super-imposed or absent on the screen during playback mode.				
204	There exists the ability to support enabled or				

	disabled audio capture by system administrator for pre-event and post-event buffered/recorded video, along with backend evidence preparation/export tools for playback in court.				
205	The system is capable of interfacing with Applied Concepts Stalker Radar Systems and importing relevant data.				
206	The system is capable of interfacing with Tiburon CAD2000 product and importing metadata from call slips .				

	Data Point for Interoperability	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
207	Interoperability begins after the transfer of the digital asset from the mobile digital recorder.				
208	Access and availability can granted in order to conduct the sharing of the digital asset at each prescribed data point within the capture, transfer and archival process.				

	Service and Maintenance	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
209	There is a minimum of a three (3) year warranty with the option to add additional years. (Specify Options)				
210	The vendor has a repair/service facility that is within fifty (50) miles of Sugar Land, Fort Bend County , Texas.				
211	The vendor will provide onsite training on the installation and removal of equipment.				
212	The vendor will provide on site training on the operation of the video system, the transfer of media and back end software solution for video management.				
209	There is a minimum of a three (3) year warranty with the option to add additional years. (Specify Options)				

	Management Software	Feature /Function Is	Feature /Function	Feature /Function	Comments
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		Included in the Proposal	Can Be Added At No Cost	Can Be Added At a Cost	
213	The system provides a software package for the review, management and duplication of recordings.				
214	The software provides for pre-defined retention schedules for recordings in accordance with the "type" of recording based on the metadata.				
215	The software provides for the manual override of the retention schedules.				
216	The software provides for the simultaneous/synchronized playback of all recordings from vehicles involved in a single incident. (i.e.: Four vehicles are involved in a pursuit.)				
217	The software provides for the import of non-native recordings from third party systems to be synchronized with the in-car recordings. (i.e. Security camera footage from a parking lot)				
218	The software provides for the export of still images from the recording.				
219	The software provides for the ability to turn on/off audio tracks and adjust properties.				
220	The software provides that the copies are maintained in the original format/compression ratios as it was received from the vehicle.				
221	Software Updates are provided on a regular basis.				

	Server / Backup System	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
222	If the system utilizes a server for storage/retention of recordings:				
223	The server is agnostic and can accept digital media evidence from various sources. (Specify)				
224	The server space is scalable and can be added to on the fly without interruption of the system.				
225	The server has a backup/archival system that performs daily backups. (Specify type)				

	Other	Feature /Function Is Included in the Proposal	Feature /Function Can Be Added At No Cost	Feature /Function Can Be Added At a Cost	Comments
226	Vendor has a compatible product that is suitable				

	for use on a motorcycle.				
227	Vendor has a partner that can provide a suitable/compatible system for use on a motorcycle.				

BIDDER CERTIFICATION AND ADDENDA ACKNOWLEDGEMENT

By signature affixed, the bidder certifies that neither the bidder nor the firm, corporation, partnership, or institution represented by the bidder, or anyone acting for such firm, corporation, or institution has violated the anti-trust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such fine of business.

Bidder has examined the specifications and has fully informed themselves as to all terms and conditions. Any discrepancies or omissions from the specifications or other documents have been clarified with City representatives and noted on the bid submitted.

Bidder guarantees product offered will meet or exceed specifications identified in this RFP.

Bidder must initial next to each addendum received in order to verify receipt:

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____

Bidder Must Fill in and Sign:

NAME OF FIRM/COMPANY: _____

AGENTS NAME: _____

AGENTS TITLE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE & FAX NUMBERS: _____

E-MAIL ADDRESS: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

CONTRACTOR INFORMATION

FULL LEGAL FIRM/COMPANY NAME: _____

BUSINESS STREET ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

BUSINESS TELEPHONE NUMBER: _____

BUSINESS FAX NUMBER: _____

COUNTY: _____ MINORITY OWNED: _____ #OF EMPLOYEES _____

CORPORATION: ___ PARTNERSHIP: ___ PROPRIETORSHIP: ___ L.L.C. ___ L.L.P. ___

YEAR EST. ___ NO. OF YEARS IN BUSINESS ___ FEDERAL ID NO. _____

NATURE OF BUSINESS: _____

PRINCIPALS:

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

NAME: _____ TITLE: _____

BANK REFERENCE: _____

CHECKING ACCOUNT NO. _____

ADDRESS / CITY / STATE / ZIP : _____

PHONE NO. _____

CONTRACTOR CUSTOMER / CLIENT REFERENCES

1. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

2. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

3. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

4. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

5. COMPANY NAME: _____

ADDRESS: _____

CITY / STATE / ZIP: _____

PHONE NO. _____

NAME OF CONTACT: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

_____ Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date