



**Request for Proposals
SECURITY AND SURVEILLANCE CAMERA SYSTEM**

Due Date: NOVEMBER 15, 2013 at 3:00 p.m.

1. **Introduction.** The City of Taylorsville, (the “City”), is requesting proposals (“Proposals” or “Responses”) from qualified proposers in good standing (“Proposers”) to provide proposals on the upgrade and or replacement of the City’s Security and Surveillance camera system along with a proposal of equipment and installation costs (the “Services”)

1.1. **Intent.** It is the intent of this Request for Proposals (this “Request”) to set forth the minimum acceptable requirements for Responses to this Request.

2. **Background and Detailed Description of Services.** The City currently has a security camera system that is in need of upgrading and expansion. It will be the responsibility of each proposer to inspect the City’s current camera system and determine to most cost effective approach to upgrading or replacing the system, and the integration of additional cameras to the security and surveillance system. More detailed information is described in Exhibit “A.” Locations of cameras and details of the requirements are described in Exhibit “B.”

2.1. **Disclosure.** Federal (CDBG) funds will be used for this project and contractor labor rates must conform to Davis-Bacon prevailing wages for Salt Lake County, Utah. All relevant documents regarding Federal Labor Standards and Davis Bacon wages are included in this Request.

3. **Proposal Requirements.** One (1) unbound original copy, and a searchable electronic copy of the Response are required to be submitted to Patricia Kimbrough, at the address listed below, no later than 3:00 p.m. on November 15, 2013. Guidelines for Responses are described in Exhibit “C” attached hereto. Any response, modification, or amendment received after the due date and time is late. No late response, modification, or amendment will be accepted. Proposals must be submitted in sealed a sealed envelope and must be signed by an authorized representative of the Proposer and include the following:

3.1. **Introductory Letter.** An introductory letter expressing an interest in providing the Services should be included. The introductory letter should be addressed to:

Patricia Kimbrough
City Administrator's Office
TAYLORSVILLE CITY
2600 West Taylorsville Blvd.
Taylorsville, UT 84129

Include an e-mail address for the primary contact of the Proposer.

3.2. **Qualifications.** Describe, in sufficient detail, the Proposer's key personnel (including a brief resume) and Proposer's experience, qualifications and technical support that are relevant to the Services detailed in this Request.

3.3. **Hardware Features and Configuration.** Describe in detail the proposers assessment of the equipment and camera system currently being deployed by the City; and the proposed upgrade and hardware expansion features and configuration of the security/surveillance camera systems.

3.4. **Full Service.** Describe, in sufficient detail, all the Services proposed to be provided, making specific reference to any Services not included in the Proposal, and Services proposed to be provided by subcontractors and/or any additional services proposed to be provided and the cost of such additional services, if any.

3.4. **Cost and Installation Schedule.** Detail the proposed installation schedule and all-inclusive cost, including fully loaded hourly cost of labor, equipment, materials for the Services, and subcontractors' markup, which includes a commitment and an affirmative statement that all the proposals made in the Responses shall remain valid for a period of 120 days after the due date of the Responses.

3.5. **References.** Include the name, address, and contact person of at least three government agencies with which the Proposer has provided similar type Services. It is the intent of the City to contact such references to assess the level of satisfaction with the equipment and services rendered to the listed references. List all lawsuits and complaints filed against Proposer within the past three years.

4. **Identification of Anticipated Potential Problems.** Proposals should identify and describe any potential problems with respect to providing the Equipment and Services to the City of Taylorsville.

5. **Evaluation Criteria and Scoring Process.** A Review Panel (referred to hereinafter as “*Review Panel*”) will review all Proposals received. Each evaluation criterion has been given a percentage based on its relative value. The criteria and each associated percentage are as follows:

<u>Evaluation Criteria</u>	<u>Weight</u>
Qualifications	30%
References	10%
Services Delivery Plan	30%
Cost	30%
Total	100%

6. **Selection.** Interviews may be conducted with Proposers determined by the City to be reasonably susceptible of being selected for the award. In addition, one or more Proposers may be invited to make presentations. However, Proposals may be accepted without discussion or interview. It is the intent of the City to use the above criteria in the evaluation of all proposals, however, the City reserves the right to modify the above criteria as deemed appropriate by the Review Panel. If such modification occurs, each Proposer being interviewed will be notified at least twenty-four (24) hours prior to the interview of the revised criteria. Based on the results of discussions, if any, interviews, if any, and proposal scoring, the Proposers will be rated by the Review Panel.

7. **General Information.** The City reserve the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer’s sole risk and expense. All Proposers must comply with applicable Federal, State, and local laws and regulations. Except for written responses provided by the contact person described below, the City has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than October 30, 2013 for clarification or additional information and if the contact person deems, in his sole and absolute discretion, that such response is of general applicability, his response, if any, will be posted on The City’s website at www.taylorsvilleut.gov/government.rfps.html (which constitutes a written response). Entities responding to this Request are encouraged to review this website frequently. The City anticipates selecting one of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Excess Management Act (UTAH CODE ANN. § 63G-2-101, *et seq.*). All materials submitted in response to this Request will become the property of the City and will be managed in accordance with the Government Record Access Management Act. A mandatory

pre-proposal conference will be held on October 25, 2013 at 2:00 p.m. in the Council Chambers of Taylorsville, 2600 West Taylorsville Blvd., Taylorsville, Utah 84129.

7. **Special Matters.** All Services performed pursuant to this Proposal shall comply with all applicable laws, ordinance, rules, regulations, and applicable standards of performance, including, but not limited to, status verification system requirement for contractors of Utah Code Ann. § 63G-11-103.

8. **Terms of Contract.** The successful Proposer will be required to enter into a written agreement with the City to provide the Services. If the selected Proposer and the City are unable to negotiate an acceptable agreement, then another Proposer(s) may be selected and negotiation will continue with such other Proposer(s) until an acceptable agreement is completed.

9. **Contact Person.** For further information or for American with Disabilities Act (ADA) accommodation, contact John Inch Morgan, City Administrator, jimorgan@taylorsvilleut.gov, (801) 963-5400, 2600 West Taylorsville Boulevard, Taylorsville, UT 84129.

Exhibit “A”

Background and History

Taylorville was incorporated on July 1, 1996. Taylorville has a population of approximately 60,000 residents and 18,800 households. The City is the tenth largest in Utah and the fifth largest in the Salt Lake Valley.

Scope

The following is intended to represent the minimum requirements of the City for a fully functioning Security/Surveillance Camera system. The proposer may wish to provide a proposal with equipment that is of higher quality or of greater benefit to the City, but must be able to defend their recommendation on the basis of function and cost comparisons.

1. General

1.1. Camera Network Infrastructure

- 1.1.1. The Taylorville Security/Surveillance Camera network deployment requires high reliability and will be used to support police, courts, public works and building security functions.
- 1.1.2. The Network will support fault tolerance mechanisms to mitigate and/or eliminate single points of failure and ensure high reliability.
- 1.1.3. Respondents must state the reliability levels they will commit to for the network.
- 1.1.4. Respondents must demonstrate the ability to deliver secure transmissions.
- 1.1.5. Respondents must demonstrate the ability to deliver excellent throughput (quality of service) for the Taylorville police services (Unified Police Department) camera deployment and other public safety applications.
- 1.1.6. Respondents must detail how the network design eliminates or minimizes single points of failure.
- 1.1.7. The network may include a fixed wireless point-to-multipoint, fiber or leased line solution as a backhaul tier for aggregating video traffic.
- 1.1.8. The network will support contingency mechanisms to ensure operation during a natural or other disaster. Respondents will describe their proposed disaster recovery plan for the network and camera system.
- 1.1.9. The network design will easily accommodate scaled and upgrades to the system in a modular fashion to support additional cameras.

All equipment will comply with all relevant electrical, environmental and safety standards and all applicable local, state and federal ordinances.

1.2. Digital Video Network Performance Requirements

- 1.2.1. The Respondent must describe and provide network performance that will be adequate for video monitoring and surveillance in the proposed deployment.
- 1.2.2. Network Performance presentation must include Respondent's engineering assumptions regarding:
 - 1.2.2.1. Compression protocol
 - 1.2.2.2. Resolution or frame size
 - 1.2.2.3. Image ratio
 - 1.2.2.4. Frame rate
 - 1.2.2.5. Compression ratio
 - 1.2.2.6. Recommended bandwidth requirement per camera

1.3. Proposed Software and Computing Environment

- 1.3.1. The Respondent must present in detail the version, features and capabilities of the proposed video management system. Included in this section should be a detailed technical overview of any proposed hardware or software platform, including
 - 1.3.1.1. Hardware/software architecture diagrams
 - 1.3.1.2. Process flow diagrams
 - 1.3.1.3. Network diagrams
 - 1.3.1.4. Minimum client computer configurations for desktop, remote and mobile police car access.
 - 1.3.1.5. Optimal and minimum network, server, storage and backup requirements.

Exhibit “B”

[Services]

The Security/Surveillance Camera System upgrade or replacement proposal must address the means of connectivity with the City Offices and mobile data terminals through both wired and wireless connections. Head end and viewing equipment shall be installed at the Taylorsville City Hall located at 2600 West Taylorsville Boulevard (5320 South) Taylorsville, Utah 84129.

Locations for the Video System may include:

1. **Taylorsville City Hall**, 2600 W Taylorsville Boulevard. The City Hall site has a number of security cameras located in the Municipal Justice Court, the Police Department, Administrative Services and Community Services Offices, and the City Council Chambers. Additional cameras are mounted on the exterior of City Hall to monitor roads and parking lots surrounding the building.
2. **Taylorsville Senior Center, Taylorsville Park and the Taylorsville Skate Park**, 4750 South Redwood Road. Security camera at this location monitors the exterior to the Senior Center and the park. Low ambient lighting conditions require cameras that are capable of identifying a suspect engaged in criminal within the area 24 hours per day.
3. **Bridgeside Park**, located at approximately 4700 South 900 West. Lighting at the Park is shut off when the park is closed. Low ambient lighting conditions require cameras that are capable of identifying a suspect engaged in criminal within the area 24 hours per day.
4. **Taylorsville-Bennion Pumphouse**, located approximately 4400 South and the Jordan River Trail. Low ambient lighting conditions require cameras that are capable of identifying a suspect engaged in criminal within the area 24 hours per day.

2. Detailed Requirements

2.1. Camera Requirements

- 2.1.1. The City is requesting that the Respondent provide a minimum of two camera options with distinguishable features and capabilities. The Respondent shall provide equipment that meets or exceeds the following specifications outlined below:
 - 2.1.1.1. Network IP camera
 - 2.1.1.2. Transmit video in color
 - 2.1.1.3. Provide a minimum of 22x optical zoom
 - 2.1.1.4. Ability to operate in low light (respondent is required to provide low light specifications).
 - 2.1.1.5. Ability to pan 360 degrees via remote control.

2.1.1.6. Ability to tilt 180 degrees via remote control.

2.1.1.7. Ability to operate in an enclosed case in conjunction with the environmental conditions possible in Taylorsville, Utah.

2.2. Power Supply

2.2.1. Ability to operate on a 110 VAC power supply, 24 hours a day for an extended period of time, no less than nine months in duration provided the proper power requirements are met.

2.2.2. Respondent will describe automated camera operation recovery after restoration of power.

2.2.3. Respondent will describe power maintenance requirements.

2.2.4. The Respondent should provide a battery option in the event that a camera need to be deployed to a location that is unable to connect to a conventional power supply, the battery solution shall power the camera for a minimum of 48 hours.

2.3. Transmission of Streaming Video

2.3.1. Ability to transmit wireless data.

2.3.2. Ability to transmit a minimum of 30 frames a sec0nd

2.3.3. Ability to transmit the wireless data in a secure encrypted format. The Respondent is required to provide detailed specifications.

2.3.4. Ability for police employees to view live video transmission at every police station, at mobile data terminals in police vehicles and remotely over the internet.

2.3.5. Size of the video streams from real-time or captured video.

2.4. Recording Capabilities

2.4.1. Allow the user to capture still pictures in multiple formats.

2.4.2. Allow the user to record streaming video in an industry-standard format that can be viewed on a standard DVD player or other common computer media.

2.4.3. Provide a date and time stamp option.

2.4.4. Provide video data in a manner consistent with the conveyance of video forensic evidence Video must fairly and accurately represent what it depicts. It must be self-verifying providing a detailed enough picture of the scene for a witness to confirm that the area is accurately depicted.

2.4.5. A test by the vendor must be conducted and provided in writing for each camera stating that the video from each camera fairly and accurately depicts the local area.

2.5. Data Storage

- 2.5.1. All data shall be capable of being stored in a digital format that can be retrieved, copied, viewed and deleted as needed.
- 2.5.2. Data storage must be part of a secure chain of custody including physical and electronic security.

2.6. Server and Storage Specifications

- 2.6.1. The City expects to retain 30 days of video archives.
- 2.6.2. Respondent must detail server specifications to support Respondent's recommended configuration including backup. Respondent must specify:
 - 2.6.2.1. Processor
 - 2.6.2.2. Memory (RAM)
 - 2.6.2.3. Specify DVD+R/+RW
 - 2.6.2.4. Storage
 - 2.6.2.5. Configuration (e.g. SAN)
 - 2.6.2.6. Backup capacity
- 2.6.3. The Respondent shall specify the amount of storage required per hour of video
- 2.6.4. If the video is compressed the Respondent shall provide the ratio of video compression.
- 2.6.5. The Respondent shall list all proposed product name brands, models and configurations.

2.7. Network Viewing Specifications

- 2.7.1. Respondents must specify minimum workstation requirements, including:
 - 2.7.1.1. Processor requirements (i.e. 1 GHz).
 - 2.7.1.2. Minimum memory requirements.
 - 2.7.1.3. Minimum video card requirements.
 - 2.7.1.4. Minimum requirements for the operating platform (e.g. Window 8).

2.8. Viewing

- 2.8.1. A 1024 x 768 resolution area is preferred
- 2.8.2. Software shall allow for the viewing of multiple cameras on one screen.
- 2.8.3. Include ability to program the camera to pan/move in order to capture an area without an operator.

2.8.4. The viewing system shall provide for rapid search capabilities and allow navigation by way of a mouse or touchpad.

2.8.5. The controllers shall accommodate a minimum of four preset coordinates per camera.

2.9. Testing

2.9.1. Equipment and hardware:

2.9.1.1. Installation of all equipment, software, laying of wire and all ancillary equipment and connectors must be installed, test verified and delivered in operating and ready-to-use condition.

2.9.2. Software

2.9.2.1. Furnish, design, develop, configure, install, test, train and deliver the equipment and computer operating system(s) in a ready-to-use condition, and perform all other related work.

2.9.2.2. Please provide an anticipated future release schedule of known software.

2.10. Warranty

2.10.1. All equipment shall carry a minimum of one-year warranty on parts, hardware, and software installed by the Respondent.

2.10.2. No additional labor costs shall be imposed on the City in order to correct documented defects within the one-year warranty period.

2.10.3. A contact person and phone number shall be provided in order to report any hardware and software defects.

2.10.4. The City requires that the contact be available on a Monday through Friday basis during normal working hours, 8:00 AM. to 5:00 PM, Mountain Time.

2.10.5. The one-year warranty period shall not begin until the entire system is installed, inspected and accepted by City Administrator John Inch Morgan or his designee.

2.10.6. The Respondent must also warrant that the hardware and software will operate at the time of delivery in accordance with the manufacturer's published specifications and the Respondent's written description of the system operation, as well as warrant against defects in workmanship and material.

2.10.7. If the Respondent offers additional warranty service or support programs other than what is stated above, the Respondent should state such programs and the additional cost of the program(s).

2.11. Training

2.11.1. The Respondent shall submit a training plan that describes the procedures that the Respondent will employ to adequately accomplish training related to the implementation and full utilization of the system.

2.11.2. The Respondent shall provide a contact person and phone number to assist the City with any technical questions. This service shall be provided as a part of the training for a minimum of six months from the date of installation.

2.11.3. Training shall be provided, to personnel designated by the City Administration, and the Unified Police Department, Taylorsville Precinct within 15 City business days from the completed installation and acceptance date. Training for all hardware and software must be provided on-site and shall at a minimum include:

2.11.3.1. Name and phone number of the person responsible for training for six months.

2.11.3.2. How to install or setup a computer as a viewing station.

2.11.3.3. How to operate the camera software in order to zoom, pan and focus.

2.11.3.4. How to record and retrieve data.

2.11.3.5. How to search and retrieve pre-recorded video information according to time stamps.

2.11.3.6. How to search and retrieve pre-recorded video from the server.

2.11.3.7. How to remove and reinstall the camera from the casing.

2.11.3.8. How to align the camera to the receiver/antenna.

2.11.3.9. How to mount the antennas(s).

2.11.3.10. How to secure and remove the power source.

2.12. Documentation

2.12.1. The Respondent shall include:

2.12.1.1. A written manual that covers the specifications and operation of all hardware and software provided as part of the contract.

2.12.1.2. As built drawings of the system and network.

2.12.1.3. As built diagrams of the cameras and enclosures showing all equipment, antennas and other connections in the casing.

- 2.12.1.4. As built wiring diagrams for the electrical connections in and to the camera and casing.
- 2.12.1.5. As built communications wiring diagrams for antennas and camera.
- 2.12.1.6. As built casing installation diagrams for each type of structure or pole utilized.
- 2.12.1.7. As built network drawing showing the chain of custody of video evidence.

2.13. Administration Toolsets

- 2.13.1. Respondents must answer the following questions:
 - 2.13.1.1. What administration toolsets are included with the system?
 - 2.13.1.2. What skills are required to maintain the system?
 - 2.13.1.3. How is the security profile defined?
 - 2.13.1.4. What is included in the user security profile?

2.14. Security

- 2.14.1. What security tools are included with the system?
- 2.14.2. How is the security profile defined?
- 2.14.3. What is included in the user security profile?

2.15. Upgrade Tools

- 2.15.1. What is the software upgrade frequency?
- 2.15.2. How are patches and fixes applied?
- 2.15.3. How are patches and fixes deployed?
- 2.15.4. How are upgrades applied?
- 2.15.5. How much training is generally required with upgrades to the system?
- 2.15.6. What happens to software customizations during an upgrade?
- 2.15.7. How many versions of the software does your company support?

3. Insurance

- 3.1. All Contractors and subcontractors shall carry the following insurances, naming the City as an additional insured.
- 3.2. All insurance shall be written on an occurrence basis. All policies of insurance shall be issued by insurance companies licensed to do business in Utah and either

- 3.2.1. Listed on the U.S. Treasury Department current listing of approved sureties (Department Circular 570, as amended), or
 - 3.2.2. Currently rated A- or better by AM Best Company, and the insurer must have an AM Best financial0-size category rating of not less than VII. In the event that Governmental Immunity limit is subsequently altered by legislation or judicial opinion, the insurance shall be modified as determined by the City.
 - 3.2.3. Subcontractors shall also carry the same level of insurance.
- 3.3. All insurance shall have the following minimum insurance coverage: comprehensive general and automobile liability insurance, including complete operation blanket contractual and broad-form property damage coverage, with the following minimum limits:
- 3.2.1 Personal injury liability\$2,000,000 each occurrence
 - 3.2.2 Property damage liability \$1,000,000 each occurrence, \$2,000,000 aggregate
 - 3.2.3 Workers compensation, as required by Utah statute.

Exhibit “C”

[Guidelines]

Submit Responses in a sealed envelope or package. Sealed envelope or package must clearly state: “Security/Surveillance Camera Proposal.”

Proposals shall include the following sections:

1. Technical Section containing materials, options, projected requirements, required personnel; and
2. Time Cost Section that includes a detail of the time and costs that will be required to complete the Services.
3. Completion of the Certification sheet that is part of the Request for Proposal (page 14).

The format for the Proposal is as follows:

1. Color is allowed.
2. 8-1/2” x 11” page sizes.
3. Paginate pages.
4. One (1) inch margins (exceptions: Consultant Name/Logo and Page Headers/Footers may be within the margin).
5. Size 12 Font.
6. Except for unbound copy, bind Responses on left side.
7. Provide tabs for each section of the Response.
8. Front and back cover pages.
9. Not to exceed 50 sheets of paper, double sided (copy of general contractor license, signed acknowledgments, introduction letter, and representation not counted towards 50-page limit).

CERTIFICATION

The undersigned Proposer certifies that it has not:

1. Provided an illegal gift or payoff to a City offer or employee or former City offer or employee or his or her relative or business entity;
2. Retained any person to solicit or secure this contract upon an agreement or understanding for commission, percentage, brokerage, or contingent fee, other than bona fide employees or bona fide commercial selling agencies for the purpose of securing business; or
3. Knowingly influenced and hereby promised that it will not knowingly influence a City officer or an employee of former City offer or employee to break and applicable ethical standard or rules.

The undersigned Proposer certifies that:

1. The Proposal is made in good faith.
2. The Proposal is made in conformity with the specifications and qualifications contained in the Request.

Name of the Proposer: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Fax Number: _____

Web Address: _____

Email Address: _____

Date Signed and Submitted: _____