

INVITATION TO BID

The City of Rochester, New Hampshire will accept sealed bid proposals for a Digital In-Car Video System. Bids must be submitted in a sealed envelope plainly marked:

“DIGITAL IN-CAR VIDEO SYSTEM”

Bid #08-46

City of Rochester
31 Wakefield Street
Rochester, NH 03867
Attn: Purchasing Agent

All bids must be received no later than 6-19-08 at 2:45 PM. No late bids, faxed, e-mailed or telephone bids will be accepted. Bid proposals and specifications may be obtained by visiting www.rochesternh.net, or emailing purchasing@rochesternh.net, or by contacting the Purchasing Agent at City Hall, 31 Wakefield Street, Rochester, NH 03867, (603) 335-7602. All bid questions must be submitted in writing (email preferred) to the Purchasing Agent. All bid proposals must be made on the bid proposal forms supplied, and the bid proposal forms must be fully completed when submitted.

BID SPECIFICATIONS

The Rochester Police Department will accept sealed bid proposals for a Digital In-Car Video System. Award and continuation of this bid is contingent upon grant funding.

NOTES:

The contract shall include shipping and handling costs.

Price per unit will include all installation costs and testing to ensure proper working order of the equipment.

Vendor will deliver equipment within 60 calendar days of receipt of a city purchase order.

Minimum 1year warranty. Price shall include parts and labor and service related fees associated with the repair of the equipment. Vendor will enter into a service agreement with the police department to maintain the equipment on a yearly basis after the warranty expires.

Vendor will train all officers in the equipment at the Rochester Police Department. The training will be at held at times convenient to the agency.

MINIMUM SPECIFICATIONS

1. **DVD-Video Recorder.** The video system is to record onto rewritable DVD+RW discs designed to play directly on standard DVD players.
2. **Overhead Mounted System.** The video system is to be a one-piece overhead mounted design that fits between the visors of the Ford Crown Victoria, the Dodge Charger, and Ford Expedition as well as other potential vehicles that can accommodate an overhead mounted system. The overhead system is to include the DVD drive, a hard drive, processing hardware, 5" display screen, speakers, and backlit user controls. The camera and microphone components are to be separate from the overhead system so those components can be installed in their optimal locations.
3. **DVD Drive.** The DVD drive must be located in the overhead console so that DVD discs can be easily inserted or removed while seated in the driver's seat. Access to the DVD drive must be secured by a lock to protect from unauthorized access.
4. **Hardware Enclosure.** To eliminate unnecessary cables and connections and to ensure reliable data transfer, the DVD drive and all system processing circuitry and hardware shall reside in the same hardware enclosure.

5. **Disc Start-up Menu.** The DVD discs must be authored so that when the DVD disc is inserted into a standard DVD player; a chapter menu will be displayed allowing the operator to select a specific traffic stop to play.
6. **Integrated Automotive Grade Hard Drive** To ensure recording under all conditions, the system shall have an integrated automotive grade hard drive at least 40 gigabytes in size. The hard drive shall have a shock tolerance of at least 200Gs and an operational temperature range of -30C to +85C degrees.
7. **Adjustable Pre-Post Event Recording.** The system must be capable of automatically capturing and appending both pre-event and post-event video for up to ten (10) minutes per each event. These settings are to be adjustable and restricted by a supervisor.
8. **Record and Playback.** System shall be able to playback previously recorded video while simultaneously recording new video.
9. **Automatic Disc Overflow Handling.** In order to recover lost or damaged DVDs, the system must be capable of archiving six (6) full DVDs on its integrated hard drive. Duplication shall be possible through the system's graphical menu and have the ability to be password protected.
10. **Supervisor Controls.** The system must provide the ability to restrict access to any and all settings by way of supervisor passwords. Multiple supervisors and supervisor passwords must be supported.
11. **Power Supply.** Each system shall include an Uninterruptible Power Supply (UPS) / Battery Back-Up that can power the system for at least 3 minutes following the loss of the vehicle's battery power. The UPS shall incorporate technology that allows it to remain partially charged when the vehicle is off.
12. **Combination Camera.** All units shall come standard with two (2) high resolution color cameras built into the same camera housing; a front zoom camera, and a color backseat camera.
13. **Camera Controls.** The front zoom camera must have backlit controls on the camera back for auto-zoom, zoom in, zoom out, auto-focus, focus far, focus near, back light compensation, and night view mode. All camera controls shall also be accessible using the system front panel.
14. **Split Screen.** The user shall have the ability to display any two cameras on screen in a split screen format.
15. **Front Camera.** The front camera shall be equal to the Sony EX-VIEW chipset with Anti-Blooming and up to 0.03 LUX sensitivity. Proof of "equal" shall be the

responsibility of the bidder and shall be submitted with the bid if not using the Sony EX-VIEW chipset.

16. **Backseat Camera.** The back seat camera must be a high resolution color camera with at least 450 TV lines of resolution and provide at least 0.35 LUX sensitivity. Black & White cameras shall not be acceptable.
17. **Microphone System.** The system must include a digital 2.4 GHz wireless microphone system consisting of a belt back transceiver and a charging / synchronization base. The belt pack transceiver must include a replaceable lithium ion rechargeable battery. The transceiver must have its primary audio pick-up built into the transmitter so full operation is possible without a wired lapel microphone. Transceiver shall allow the user to set the transceiver's alert mode to accommodate all tactical environments. Alert modes shall include: Beep Only, Beep and Vibrate, Vibrate Only, and Silent. In order to produce the longest battery life, the transceiver shall utilize automatic Variable Transmit Power so only necessary transmitting power is used.
18. **Microphone Activation.** The wireless microphone must have the ability to trigger the camera to record, and the camera system must be able to automatically turn on the wireless microphone when the recorder is activated.
19. **Microphone Power.** To simplify installation, the charging/docking station must draw power from the video system, and does not require running additional power cables to the vehicle. In addition, when the system is turned off, it must automatically cut power to the Charging Base after allowing the wireless transceiver to fully charge in order to minimize power drain on the vehicle's battery.
20. **Enclosure.** In order to withstand the rigors of use, the overhead system must be constructed mainly of welded, powder-coated aluminum. For occupant safety, this enclosure must be padded and all edges must be rubber. Overhead dimensions shall not exceed 13.5" long, 5.5" high and 6" wide excluding mounting hardware.
21. **Record Triggers.** The system will include cables to interface to and monitor the status of emergency lights, siren, brakes, and one auxiliary connection (i.e. rear flashers, shot gun lock). The emergency lights, siren, auxiliary, wireless microphone, and crash detection sensor can all be programmed to automatically activate the recorder.
22. **Crash Detection.** The system will include a 3-axis, solid-state crash detection sensor. In order to prevent improper installation, the sensor must be factory integrated into the system enclosure. Settings must be provided through the system's graphical menu to allow the agency to choose an appropriate crash sensor sensitivity level in order to minimize false crash detections.

INSTRUCTIONS TO BIDDERS**I. Preparation of Bid Proposal**

- A. The Bidder shall submit her/his proposal upon the forms furnished by the City (attached). The Bidder shall specify the unit price or lump sum bid, both in words and figures for each pay item listed. All words and figures shall be in ink or typed.
- B. If an amount entered by the bidder on the proposal form is to be altered it should be crossed out with ink, the new unit price or lump sum bid entered above or below it, and initialed by the bidder, also with ink. In a case of discrepancy between the prices written in words and those written in figures, the prices written in words shall govern.
- C. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
- D. All questions shall be submitted in writing to the Purchasing Agent. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

II. Irregular Proposals

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- A. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- B. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- C. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.

- D. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

III. Interpretations

No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation.

IV. Withdrawal of Bid Proposals

A bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (120) one-hundred twenty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

V. Public Opening of Proposals

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

VI. Disqualification of Bidders

Either of the following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- A. Evidence of collusion among bidders.
- B. Failure to supply complete information as requested by bid specifications.

AWARD AND EXECUTION OF CONTRACT

I. Consideration of Proposals

- A. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.
- B. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

II. Award of Contract

If a contract is to be awarded, the award will be made to the lowest responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. No bid shall be withdrawn for a period of (60) sixty days subsequent to the opening of bids, without the consent of the city of Rochester. The successful bidder will be notified, by the form being mailed to the address on his proposal, that his bid has been accepted and that he has been awarded the contract.

III. Cancellation of Award

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

- A. The bidder's ability, capacity, and skill to perform within specified time limits.
- B. The bidder's experience, reputation, efficiency, judgment, and integrity.
- C. The quality, availability and adaptability of the supplies and materials sold.
- D. Bidder's last performance.
- E. Sufficiency of bidder's financial resources to fulfill the contract.
- F. Bidder's ability to provide future maintenance and/or services.
- G. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment)

Digital In-Car Video Bid Form

Vendor Name _____

Address _____

Phone _____

Signature _____

Title _____

Date _____

Price per unit: _____
(in figures) (in words)

All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form