



CITY OF POMONA

Request for Proposals

For

**Mobile Video Recording System for Police Vehicles
Purchasing Specification No. 901.6**

**City of Pomona
Finance Department
Purchasing Division
505 S. Garey Ave, Pomona Ca 91766
P.O. Box 660, Pomona Ca 91769
(909) 620-2381**

Proposals Due before 4:30 PM, April 4, 2013

I. INTRODUCTION:

The City of Pomona Police Department will receive proposals from qualified bidders to provide up to fifty-five (55) mobile video systems (MVS) capable of digitally capturing and recording audio and video of police related activities initiated from marked and un-marked police vehicles. The proposed systems shall contain the minimum features listed in this RFP.

This Request for Proposal (RFP) states the scope of the City's requirements and specifies the general rules for preparing the proposal.

A. SUBMISSION OF PROPOSALS

Please submit one (1) original and two (2) copies of the proposal. Completed proposals should be sealed and clearly marked "**Police Mobile Video Systems**" and must be received in the Purchasing Office **no later than 4:30 P.M. on April 4, 2013**. Mail or hand deliver to:

US Mail: **City of Pomona**
Purchasing Division
P.O. Box 660
Pomona, CA 91769

Hand delivery, Fedex, UPS: City of Pomona
Purchasing Division
505 South Garey Ave.
Pomona, CA 91766

The due date and time are fixed and extensions will not be granted. The City of Pomona does not recognize the U.S. Postal Service, Fedex, UPS, or any other organization as its agent for purposes of receiving proposals. All proposals received after the deadline shown will not be considered. The City is under no obligation to return proposals.

B. BIDDER INQUIRIES

Section 2-975(2) of the Pomona City Code states that any unauthorized contact by the bidder during the bid or proposal process with an official or city employee, other than those shown on the RFP or bid, the Finance Director, or Purchasing Manager, shall cause the bidder to be immediately disqualified from consideration of award.

In compliance with this code section only the following individuals may be contacted during this procurement process:

The designated Police Department project manager is Captain Michael Ellis. General questions or comments concerning this RFP should be directed to:

Captain Michael Ellis
Pomona Police Department
P.O. Box 660
Pomona, CA 91769
Telephone Number: (909) 802-7459
E-Mail: michael_ellis@ci.pomona.ca.us

Technical questions should be directed to:
Communications Support

Carl Simmons
PO Box 660
Pomona, CA 91769
Telephone Number: (909) 620-2089
E-Mail: carl_simmons@ci.pomona.ca.us

Questions other than the Scope of Work

Kennie Nicomede, Purchasing Manager at (909) 620-2381
e-mail: kennie_nicomede@ci.pomona.ca.us
Fax at (909) 620-3711.

To provide adequate response time prior to bid closing date, all questions must be submitted to the appropriate person as shown above by April 2, 2013 10:00am.

The company shall carefully examine this RFP and any addenda that may be posted on the City's website. The company shall seek clarification of any ambiguity, conflict, omission or other error in this RFP in writing. If the answer materially affects the RFP, the information will be incorporated into an addendum and distributed to all consultants via the City's website. All addenda will be numbered in sequence, dated as of the date of issue, and posted. It shall be the consultant's responsibility to check the City's website to determine if any addenda have been posted prior to the bid opening date.

Status of bids are posted on the City website. Website address:

<http://www.ci.pomona.ca.us>

Business

Current Bids and RFP's

Non-Construction Bids

No other letters or correspondence will be sent.

C. NOTIFICATION OF WITHDRAWAL OF PROPOSAL

Proposals may be modified or withdrawn prior to the date and time specified for proposal submission by an authorized representative of the bidder or by formal written notice. Proposals submitted will become the property of the City of Pomona after the proposal submission deadline.

D. RIGHT TO REJECT PROPOSALS

The City reserves the right to waive, at its discretion, any irregularity or informality, which the City deems correctable or otherwise not warranting rejection of the RFP. The City reserves the right to reject any and all proposals and to accept any proposal or portion thereof. No obligation, either expressed or implied, exists on the part of the City of Pomona to make an award or to pay any costs incurred in the preparation or submission of a proposal. All costs associated with the preparation or submission or proposals covered by this RFP are solely the responsibility of the bidders.

E. EVALUATION

CRITERIA:

Goods and services procured by the City of Pomona shall be from the lowest responsible bidder. In addition to price, the "lowest responsible bidder" will be determined by consideration of the following factors:

- a) The quality, availability and suitability of the supplies, equipment or services to the particular use required.
- b) The ability, capability and skill of the bidder to perform the services required.
- c) Whether the bidder has the financial resources and facilities to perform or provide the services promptly, or within the time specified without delay or interference.
- d) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- e) The bidder's record of performance on previous contracts or services, including compliance by the bidder with laws and ordinances relative to such contracts or services.
- f) The ability of the bidder to provide future maintenance and service for the use of the equipment or materials to be purchased.
- g) The number and scope of conditions attached to the bid.

The City of Pomona will rely on the representations, information and documentation contained in each bidder's proposal and their oral presentations, during the evaluation and selection process. In addition to the written proposal, other information, such as marketing materials, demonstration disks, oral representations and recommendations and comments from references provided by each bidder, will be considered. The conclusions of The City of Pomona in the selection of the winning bidder will be based on, but not be limited to, these and other sources of information, and are final and not subject to further explanation.

F. EXCEPTIONS TO THE RFP

Bidders are encouraged to be responsive to the objectives stated in this RFP. If, however, a bidder feels that it can offer substantial cost/benefit and/or performance advantages, the City of Pomona will consider and may accept alternate proposals. Alternative proposals must specify how they deviate from the requirements and describe cost reduction or other benefits to be achieved.

G. REFERENCES

Bidders are required to provide the total number of government agencies that are currently using the proposed services and equipment, and at least three (3) references from those sites. Information on the references must include whether the site is using the same make and model (and/or generation) of equipment being recommended in response to this proposal. The reference list should include the *Name, Address, Contact, Title, E-Mail Address, and Phone Number*.

II. SCOPE

These specifications cover a digital audio/video system designed to provide court admissible recording of various patrol duties and activities of police personnel, including but not limited to pursuits, traffic stops, public contacts, D.U.I. stops, and related patrol activity.

The proposal shall include:

- A plan, timeline and costs for removal of the currently used MVS system being replaced
- The installation of new equipment
- Training department personnel in the operation of the equipment;
- Manufacturers warranty information;
- Extending the warranty up to 60 months from the date of purchase
- Making repairs of equipment in and out of warranty
- A complete description of equipment to be used including brand, model, and type.

III. SYSTEM DESCRIPTION and PERFORMANCE SPECIFICATIONS

The digital mobile video system shall consist of:

- Three mounted miniature cameras
- Digital video recorder mounted in a protective case
- Control center
- Wireless microphone
- Fixed in-car microphone
- A compact monitor to provide audio and video recording of all traffic stops and/or patrol activity and integration with a body worn camera system.

- One miniature camera shall be mounted to face the front of the car and shall be a compact color high definition type and shall be capable of operating in extreme weather conditions.
- This camera shall have the capability of saving data in high definition, at least 720P (if selected by the officer) or in standard definition if not specifically selected.
- One miniature Day/Night/Infra-red camera shall be mounted to face the rear seat with a fixed focal length wide-angle lens.
- One Miniature camera shall be mounted to capture activity on the passenger/sidewalk side of the vehicle.
- The digital video recorder shall be mounted in a secured environmentally controlled protective case or master unit and shall be; self-contained, sealing out dust and humidity.

- The system shall use an integrated operating system located in the main electronic system and in the control center.
- Video authentication is required and shall be provided by embedding a time stamp or watermark in the digital recording.
- The control center shall provide the operator the ability to review recorded segments and shall protect recordings to insure they are not recorded over.
- The control center shall provide the operator the ability to set crime class and priority for each recording.
- The wireless microphone should allow audio recording of events outside the vehicle when the MVS is activated by the control center, by the light bar controls, and/or by the wireless microphone.
- The wireless microphone transmitter shall incorporate a method to minimize external interference to the receiver unit.
- All cable and hardware required for installation shall be supplied.
- The video system and wireless transmitters shall conform to the minimum standards of the Federal Communications Commission (FCC) rules and regulations.
- The video system recorded video images shall be immune to RF transmissions and shall cause no interference to police equipment.
- The video system shall transfer recorded images from the vehicle to a central server for storage using 802.11N wireless standards.
- The MVS system will have the capability of streaming live video from the in car video system to the police station for real time viewing by command officers. This streaming will occur over the existing Verizon 4G LTE connection that is currently utilized by the patrol unit's CF-31 Panasonic Toughbook.
- The Police Department will be moving to a body worn camera for its patrol officers in the near future. The MVS system shall offer the ability to integrate with a body worn camera that securely transfers files and stores video in a centralized and secure location with other video from the MVS system. The successful bidder will agree to loan 10 body worn cameras to the Police Department for a 90 day trial & error period after the MVS system has been completely installed. A final decision on purchasing body worn cameras will occur after the T&E period. Please include a separate line on the cost for 55 body worn cameras and any costs related to integrating them with the MVS system after it is initially installed.

A. MINIMUM FEATURES

1. The system must provide active record-over protection.
2. The Record function must be capable of being activated by:
 - 1) Pushing the manual record button on the system controller
 - 2) Activating emergency lights and/or siren, or
 - 3) Remotely from the wireless transmitter.

If activated from the system controller or by activation of emergency lights and siren, the system must automatically activate the wireless transmitter.

3. The remote recording feature shall be programmable and a method must be supplied for the user to deactivate remote recording at the control center.
4. The recorded video images must be free of any radio frequency transmission interference or vehicle generated interference.
5. When the system has been powered up and it is operating in the ready standby mode, the recording function shall initiate immediately when the Record button is activated and shall provide a pre-event and post-event recording buffer of up to 10 minutes.

B. COMPACT HIGH SENSITIVITY COLOR CCD CAMERA

1. The solid state color camera shall not be subject to burn in, introduction of geometric distortion, not be affected by magnetic fields and shall be highly resistant to damage from vibration and shock. The camera shall be resistant to nighttime blooming and smearing from light sources.
2. The camera shall operate on 12v DC and should offer a minimum of 720P in 16:9 wide screen HD format. The camera shall also offer low light capability with an illumination of 1 lux or lower.
3. The camera shall contain a lens with at least a minimum of 10X optical zoom lens. The camera shall provide a horizontal field of view at a minimum of 55 degrees.
4. The auto iris lens shall automatically adjust for varying light levels from day to night.
5. The camera shall include auto and manual focus capabilities, and backlight compensation.
6. The camera shall contain the video system's record/microphone indicator. This indicator shall consist of an LED located on the front of the camera's housing to indicate to the operator outside the vehicle that the system is recording.

7. The camera should be mounted on a heavy-duty controlled step-pivot mount. The camera mount should have a mounting bracket allowing the camera to be mounted to the headliner above the windshield, or to the windshield frame/door post.
8. The mount shall allow the camera and lens to swing away on impact by a passenger in case of an accident.
9. The camera shall minimize any protruding connectors, which could cause physical injury to someone in the event of an accident.

C. TWO MINIATURE FIXED CAMERAS

1. One camera shall be Day/Night/Infra-red. Mounted facing the prisoner transport area.
2. This camera shall have a wide-angle lens covering the back seat of a standard patrol car.
3. This camera shall have an electronic auto iris to automatically adjust for varying light levels from day to night.
4. This camera shall NOT be mounted in a manner accessible to the occupant of the prisoner transport area.
5. One camera shall be color day/night, mounted facing out the right side of the car.
6. This camera shall have an electronic auto iris to automatically adjust for varying light levels from day to night.

D. VIDEO RECORDING

1. The digital video system shall record to a minimum 80 Gigabyte hard drive. The hard drive shall be automotive grade, rated to withstand the vibration and shock of use in a vehicle. The drive may be disk or Solid State RAM based.
2. The digital recorder should have an operating temperature range of 35 degrees F to 115 degrees F. Within the enclosure the recorder should be able to operate within an external temperature range from 0 degrees F to 150 degrees F.
3. The recorder shall provide a positive feedback loop to indicate the recorder's operational condition to the user.
4. The system shall utilize H.264 Main Profile compression to maximize recording time and allow recordings from the system to be played on any PC.
5. Authentication is required and shall be provided by embedding a time stamp or watermark. This authentication shall be recorded in a proprietary format that cannot be duplicated and to ensure that any attempts to alter the video are detected.

Proprietary software designed to detect and reveal alterations to the video files shall be supplied.

6. The system shall offer two user selectable recording resolutions:
 - High-resolution mode – Best
 - Normal resolution mode – Better
7. The system shall include a buffer memory for pre-event and post-event recording. The buffer shall be programmable through the set-up menu of the system to capture up to 10 minutes of video prior to and after the recorder being activated/turned off.
8. The digital recorder shall record two audio tracks simultaneously with the video signal.
9. The digital recorder shall be able to record all cameras simultaneously.

E. VIDEO TRANSFER FROM VEHICLE TO STORAGE SERVER

1. The system shall be equipped to transfer recorded images, audio and data to a server for long-term storage.
2. The transfer shall be automatic and not require **any** action by the officer.
3. Transfer of recordings should occur anytime the vehicle is parked in its normal parking area. Vehicles that are included in this proposal would be located as follows:
 - Patrol – South side and East side of Main Police building
 - Traffic – West side of Traffic Office (offsite location)
 - Task Force – East side of T.F. Office (offsite location)
 - Detective (select units) - West side of Main Police building
4. The transfer shall be encrypted to prevent unauthorized persons from accessing or interfering with the recordings.
5. The transfer technology shall be capable of restarting a transfer when interrupted and continuing where it left off.
6. The transfer technology shall confirm the accuracy of the files before deleting the originals from the vehicles' digital recorder.
7. The system shall be able to download a minimum of 25 vehicles simultaneously.

F. VIDEO STORAGE AND MANAGEMENT

1. The data management software shall provide administrative functionality to allow for authenticating user access for retrieval of archived data.

2. The software database preferred is based on the Microsoft SQL platform (most current release).
3. The software shall store videos and group videos by both Unit number and Office ID. A GUI front end with drag and drop capabilities is the preferred management interface for video file management.
4. The software shall provide for selective access to video files based upon user privileges. The administrator has the ability to restrict individual users to various types of incident files. Group rights should be established for managing users in the system, where users can be established and added to a group with pre-existing rights assigned. Access rights should allow administrators to secure files down to the video file. Under a file folder structure, video shall be able to be grouped and rights can be assigned at a folder level.
5. The software shall provide optional features to allow the administrator to include time/date stamps and elapsed time for viewing embedded into the video file. Upon export, the administrator shall have an option to export the video with or without this metadata information displayed.
6. The software shall be capable of exporting video files in any common file format for play by Windows Media Player, Real Player and standard video software. The software shall provide for export of the video files to virtually any digital recording media including to CD, DVD, Zip Drives, etc.
7. The software shall be capable of producing a printed output (i.e.: snap shot) of a selected and enhanced video frame.
8. Administrators shall have the option to display data overlays as collected for each video.
9. Administrators shall have the ability to modify template data that is collected with each video. Oftentimes, information can be missing or inaccurate (i.e., location, incorrect officer ID entered, etc.), which require records management and verification of the videos to the appropriate incidents. Administrators shall not be able to modify date/time stamps or other data generated from the camera – only information collected to allow for management of the videos in the database.
10. The software SHALL provide administrators with an audit trail of every action associated with a video in the database. The audit trail shall include, but not limited to, the following:
 - Date/time imported to database
 - Login/logout - date & time by user id
 - All actions including viewing, searching, modification to template (before & after data), export
 - Export procedures shall include mandatory free form comment section to document the reason for export (preferably a drop down) and to document any release of a video from the video system.
11. The audit trail is critical in the records management aspect of this project. It is mandatory to document ALL activity in the database by user id, date/time, and type of

action. For auditing search activity – the audit trail shall include: who searched for a video, who viewed a video, who exported a video with reasons documented.

12. The storage requirements are for “one year plus one day” of on-line retention for all units.
13. Archival storage shall meet California Government Code 34090.6 for video storage of one year.
14. The on-line storage server shall be connected to the Police Department’s existing network.
15. The Management system shall allow system administrators to send firmware updates and/or configuration changes to any or all vehicles automatically and wirelessly.

G. MASTER UNIT PROTECTIVE CASE (vehicle)

1. The digital recorder shall be mounted in a protective case. The protective case shall be tamper resistant, fire resistant, bullet resistant and impervious to corrosion.
2. The digital recorder mounted in a protective case shall have the capability to be secured either horizontally or vertically. The protective case should contain a keyed-alike lock to prevent unauthorized access. (One key will open all cases.)
3. When mounted in the protective case, the recorder shall be capable of operating in external temperatures ranging from 0 degrees F to 150 degrees F.
4. The digital recorder shall be protected from shock and vibration in all three axes.
5. The video system shall draw no more than 10 amps @ 12 VDC with both recorder and all cameras operating. In normal operation the system should draw about 2 amps.
6. The electronics of the controller should be filtered at the input to the built in power supplies within the recording system mounted in a protective case to eliminate possible electrical noise caused by the vehicle's ignition and charging system.
7. The mounting of the protective case and the digital recorder shall be fitted in such a manner as to prevent water spray, road debris, dust or dirt from entering the protective case and the trunk.
8. The protective case shall house the system’s microprocessors, provide for the interconnection of the components, and perform any necessary power filtering for components requiring lower voltages.
9. The protective case shall provide a provision for connecting to the emergency lights, siren and brakes. This will allow the emergency lights or siren to start the recorder and will indicate their use (as well as brake use) on the video recording.

10. The system shall have available as an option a Crash Record Activation feature that activates the recorder automatically when involved in a collision. This activation shall include the pre-event buffer memory as described in paragraph III.D.8. This option shall include two accelerometers mounted perpendicular to each other to detect impacts from all four sides of the vehicle.
11. Use of the wireless microphone shall be indicated on the media.
12. The protective case shall provide an audio/video out connector to allow the video system's picture and sound to be sent to another device such as a mobile computer or laptop.
13. Software updates shall be available from the system manufacturer via email or web site. Software updates shall be capable of being downloaded to the in-car video system. It shall be unacceptable to physically change software IC's to update software in the field.
14. The system shall comply with vehicle ignition standards of 13.6 VDC plus or minus 20%.
15. The system shall include the necessary filters and equipment to protect against RFI. The system's power ground shall be isolated from the vehicle's chassis for maximum protection against RFI.
16. The protective case shall include a 15 amp "fast-blow" fuse to prevent over-voltage conditions from damaging the system's components.
17. All cables should have plug in connectors that secure to prevent accidental disconnections. All power leads should be appropriately fused.

H. CONTROL PANEL AND CONTROL INTERFACE

1. All system controls shall be packaged in an integrated controller. This controller may be overhead mounted (out of drivers view of the road), or in-dash mounted. It shall not require an additional computer installation.
2. The control panel should not require any holes or cuts to be made in the vehicle's headliner. Use of existing mounting openings is strongly encouraged.
3. The control panel shall be designed so that controls for Power, Record, Stop, and Auto Zoom are the most prominent buttons on the Control Center.
4. A single cable shall connect the protective case to the control panel. The control panel may provide the signal distribution to the monitor, camera and any other applicable or optional devices.
5. All controls shall be identified with back lighted legends for night operations.
6. LED displays in the control panel shall indicate the following:

Record
Stop
Auto Zoom
Wireless Mic Reception
Wireless Mic Record Activation Status
Auto Focus Status
Low Voltage
In-car Mic Status

7. The control panel shall include a switch or button that is used to select which camera is recorded, unless all are recorded simultaneously.
8. Control panel features shall include: (Functions listed below can be integrated as part of an LCD touch screen display.)
 - a. Power ON/OFF
 - b. Record START/STOP
 - c. Video Review: Play, Previous, Next, Pause, Rewind, Fast Forward
 - d. On-Screen Rewind and Fast Forward (Search)
 - e. Zoom Wide/Telephoto
 - f. Programmable Auto Zoom. Pressing one button shall automatically zoom the motorized zoom lens to the agency's preferred magnification, pause to perform a momentary auto focus, then lock the focus and return to the agency's preferred wide-angle position.
 - g. Digital Auto Zoom. The control panel shall allow the operator to select whether the camera's digital zoom is used during auto zoom.
 - h. Focus Auto/Manual
 - i. Backlight Compensation
 - j. In-Car Mic Switch
 - k. Time Left on Media LED Display. System shall include a prominent LED Time-Left display to provide safe, convenient system status to the operator. LED displays shall be a minimum of 0.3" high to assist in immediate character recognition. LED intensity shall be matched across all digits.
 - l. Media Full Warning – System shall provide audible and visible warning as the recorded video reaches the media's capacity.
 - m. Rechargeable Battery Backup – Stores time, date, characters, and minutes left on media when system is OFF. Back-up battery shall be charging whenever the system is on.
 - n. The control panel shall require positive feedback from the recorder before indicating that a command has been activated. This feature shall ensure that the control panel LED indicator will not falsely indicate that the system is recording.
 - o. Record-Over Protection – The system shall automatically find a blank space on the media if the operator presses the Record button during/after playback or rewind. The Record LED shall blink (or make an equivalent indicator) as the blank space is found. Once the system has confirmed it can and has started to record, the Record LED shall switch to a steady display.
 - p. Microphone Indicator – LED
 - q. Low Voltage Indicator – LED
 - r. Remote ON/OFF – Officer shall have the ability to start recording by turning on the remote microphone

- s. Photocell – Automatically adjusts control panel LED intensity.
9. The control panel shall include a Set-Up menu that shall include the following features/options:
- a. User Friendly Access – Pressing any switch on the monitor shall access the main menu. Menu access and entry shall not require a separate programmer or external device.
 - b. Limiting Menu Access – A method shall be available to limit access to the menu. If this method is selected, a key or password shall be required to gain access to the key set-up menu options.
 - c. Time and Date Generator – Records time on the media in hours, minutes and seconds
 - d. Time/Date Change Recording – All changes to the set-up menu shall be recorded automatically. Changes shall not be possible without media in the recorder recording the change. This feature shall be incapable of being defeated by the operator.
 - e. Time and Date Position – The time and date shall be capable of being placed at the top or bottom of the screen.
 - f. Date Format – Three date formats shall be available through the Set-Up Menu: MM/DD/YY, DD/MM/YY, and MM/DD/YYYY.
 - g. Flash Preference – The Set-Up Menu shall allow the operator to set the display to flash a minimum of every ½ second or to remain steady.
 - h. 60 Character Generator – 3 lines of 20 characters per line shall be available for the operator to insert descriptive identifier data.
 - i. Selectable resolution – Two resolution modes shall be available through the Set-Up Menu.
 - j. Pre-/post-Event Recording – The Set-Up Menu shall allow the pre-event buffer memory to capture up to 10 minutes of video prior to/or after the recorder being activated/deactivated.
 - k. Auto Zoom Positions – The telephoto and wide-angle positions used for Auto Zoom shall be adjustable through the Set-Up Menu.
 - l. Audio Out Select – The Set-Up Menu shall allow the operator to select audio from the wireless microphone, the in-car microphone or both at the same time to be heard over the system's monitor.
 - m. Beep Tones – The Set-Up Menu shall allow the operator to turn the beep tones noted above ON or OFF.
 - n. Daylight Savings Settings – The Set-Up menu shall allow the program to either automatically adjust the system's clock for Daylight Savings or to leave the feature off.
 - o. Software Version – The system's software versions shall be displayed when this menu option is selected.

I. COLOR MONITOR –

1. The monitor shall consist of a high quality touch screen color LCD.
2. The monitor should be mounted in the overhead control panel on a swivel mount that allows it to swing down and swivel side to side for the best viewing angle.

3. The monitor's screen shall be non-reflective for optimum viewing in the vehicle.
4. The monitor shall include a soft rubber outer shell to prevent the operator from contacting hard and/or sharp corners.
5. The monitor's screen shall be no smaller than 4" and no larger than 6" measured diagonally.
6. Controls shall be provided for power/volume and brightness.
7. The monitor's audio shall be played over speaker(s) with an audio output of no less than 500mW.
8. Audio and video monitoring shall be possible whether or not the system is recording.
9. The monitor shall be capable of displaying:
 - a. Time and Date
 - b. Three lines of identifier information
 - c. Emergency Lights Indicator (L)
 - d. Siren Indicator (S)
 - e. Microphone Reception Indicator (M)
 - f. Brake Use (B)

J. AUDIO TRANSMITTER/RECEIVER SYSTEM

1. The system shall offer digital Hi-Fi audio with technology to ensure that transmissions from the officer to the car are private and interference free. FCC approved frequencies shall be used.
2. A sufficient number of different codes/ID's shall be available for use with the transmitters to ensure that no two transmitters use the same code.
3. The system shall provide for an in-vehicle docking station. This station shall include the system's receiver and shall be capable of recharging transmitter battery(ies).
4. Both the transmitter and docking station shall have the ability of sending simultaneous audio and data streams. The data stream shall be used to send status information between the transmitter and the docking station.
5. The transmitter shall program/sync its unique code into the docking station whenever it is placed in the docking station. Once programmed, the receiver shall only communicate with that transmitter. Any transmitter shall be capable of programming and being used with any docking station.
6. The transmitter shall include a rechargeable battery. This battery shall provide no less than 10 hours of service in the ON mode and more than 48 hours of service in the STANDBY mode.
7. Typical operating range (transmitter to receiver) shall be up to 1 mile.

8. The docking station shall have the ability to automatically activate the officer-worn audio transmitter whenever the video systems receives a record command from the light bar, siren or record switch.
9. The transmitter shall have an OFF/Standby/ON switch. The switch shall be easy to access and large enough to be easily manipulated by the operator. The Standby position shall allow the operator to mute the audio without affecting the video recording. When switched back to the ON position, the transmitter will immediately continue to record audio without requiring any other operation.
10. The transmitter shall include a detachable mic cord with clip to allow the mic to be placed anywhere on the operator's uniform. A windscreen shall be provided with the microphone to reduce wind noise.
11. The transmitter shall also include a built-in mic as an alternative to the external mic or as a back-up if the external mic or mic cord fails.
12. The transmitter shall be capable of detecting an external mic or mic cord failure and automatically switch to the built-in mic to avoid missing any audio.
13. The transmitter's antenna shall be built into the case. No external antenna shall be acceptable.

K. WIRED IN CAR MICROPHONE

1. The system shall include a hard-wired in-car microphone to record conversations inside the patrol vehicle simultaneously with conversations recorded with the wireless mic. The in-car microphone shall mount inside the prisoner transport compartment and be controlled by a switch integrated with the control panel. The mounted microphone shall be inaccessible to rear seat occupants.
2. When the in-car microphone is switched on, the monitor's speaker or audio output shall automatically be turned off. This shall prevent feedback and insure that recorded conversations will not be heard over the monitor's speaker or through the audio output.
3. When the in-car microphone is switched on, the camera's Record/Mic LED shall automatically be turned off to not provide any indication to anyone inside the vehicle that the system is on or recording.
4. The in-car microphone shall not affect the use of the operator's wireless microphone. Each audio source shall be recorded simultaneously on separate audio tracks.

L. INSTALLATION

1. The bidder shall include a separate quote for installation of all the MVS in the Department's police vehicles. The majority of systems are to be installed in the Ford

Crown Victoria Police Interceptors. All work must be completed at the Pomona Police Department.

2. The bidder shall include a separate quote for the installation of the server(s), management console and transfer equipment.
3. All vehicular components must be mountable to comply with air bag requirements.

M. OPTIONS TO BE INCLUDED WITH THE RFP

1. The bidder shall include as an option a quote for a full parts and labor extended manufacturer's warranty for a period of 36 months from date of delivery and a second quote for a period of 60 months from date of delivery.
2. The bidder shall include as an option a quote on a per unit basis for additional transmitters and the standalone AC charging stations for those transmitters.
3. The bidder shall include as an option a quote for a black basket weave carrying case for the transmitter to be worn on an officer's belt.

III. OPERATING INSTRUCTIONS AND SERVICE MANUALS

A full and complete set of operating instructions as well as all vendor product service manuals with complete and detailed electrical schematics on each camera, digital recorder, controllers, and cable assemblies shall be furnished by the contractor at no cost.

IV. MANUFACTURER'S QUALITY CONTROL AND TESTING

All electrical components utilized, including integrated circuits shall be highly reliable industrial/commercial grade parts.

Each individual electrical and electronic component shall be subjected to a complete quality control inspection. This is required before installation into printed circuit boards or other sub-assembly.

All assembled printed circuit boards and sub-assemblies shall be thoroughly inspected and completely tested mechanically and electrically before installed into video system.

All printed circuit boards shall be glass epoxy, type FR4 or equivalent. Also, all high-density circuit boards shall be the solder mask type.

All components dissipating power in excess of one watt and mounted directly against a circuit board shall have adequate heat sinks for circuit board protection. All electronic and electrical components shall only be utilized within their manufacturer's operating specifications, pertaining to voltage, current, and heat dissipation.

Each video system shall be individually bench tested for all functions and test parameters.

V. TRAINING

The manufacturer will be required to furnish, at no cost, training necessary to maintain and use the equipment.

VI. WARRANTY

The manufacturer shall fully guarantee all camera, digital recorder, wireless and non-wireless microphones, docking stations, monitors, control circuit components, servers, and archive equipment to be free of defects in materials and workmanship for a period of one year from the date of delivery to the agency.

VII. SERVICE OF SYSTEM AFTER PURCHASE

Bidder must provide service proposal for components of system requiring repair after installation. Mobile video systems will be a critical component of the police fleet and must be functioning properly before vehicles will be placed in service. It is important to have timely repairs to keep our police units in the field. It is desired to have spare parts on site (provided at the bidders expense) in order to exchange defective components or the ability to provide repairs within 24 hours of notification. Bidders are encouraged to provide a solution to servicing their systems in the most efficient and timely manner including training police personnel to change out components in need of repair.

VIII. MOBILE VIDEO RECORDING SYSTEM VERIFICATION

Prior to the actual award of the system, the selected vendor will be required to submit one finished working system for a test to verify that the system fully complies with the specifications detailed.

TESTING & PRODUCT DEMONSTRATION

The City of Pomona may test/review the proposed product outcome to determine:

- a) Ease of use and handling
- b) Ease of repair and service
- c) Quality of components used

[END OF SCOPE OF WORK]

TERMS & CONDITIONS

Insurance

The Contractor shall maintain throughout the duration of the term of the Agreement, liability insurance covering the Contractor and designating the City including its elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors, as additional insured against any and all claims resulting in injury or damage to persons or property (both real and personal) caused by any aspect of the Contractor's work, in amounts no less than the following and with such deductibles as are ordinary and reasonable in keeping with industry standards. It shall be stated, in the Additional Insured Endorsement, that the Contractor's insurance policies shall be primary as respects any claims related to or as the result of the Contractor's work. Any insurance pooled coverage, or self-insurance maintained by the City of Pomona, its elected or appointed officials, directors, officers, agents, employees, volunteers, or contractors shall be non-contributory.

General Liability:

a.	General Aggregate	\$2,000,000
b.	Products Comp/Op Aggregate	\$2,000,000
c.	Personal & Advertising Injury	\$1,000,000
d.	Each Occurrence	\$1,000,000
e.	Fire Damage (any one fire)	\$ 50,000
f.	Medical Expense (any one person)	\$5,000

Workers' Compensation:

a.	Workers' Compensation	Statutory Limits
b.	EL Each Accident	\$1,000,000
c.	EL Disease – Policy Limit	\$1,000,000
d.	EL Disease – Each Employee	\$1,000,000

Automobile Liability

a.	Any vehicle, combined single limit	\$1,000,000
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The Contractor shall provide thirty (30) days advance notice to the City in the event of material changes or cancellation of any coverage. Certificates of insurance and additional insured endorsements shall be furnished to the City thirty (30) days prior to the effective date of this Agreement. Refusal to submit such certificates shall constitute a material breach of this Agreement entitling the City to any and all remedies at law or in equity, including termination of this Agreement. If proof of insurance required under this Agreement is not delivered as required or if such insurance is canceled and not adequately replaced, the City shall have the right but not the duty to obtain replacement insurance and to charge the Contractor for any premium due for such coverage. The City has the option to deduct any such premium from the sums due to the Contractor.

Insurance is to be placed with insurers authorized and admitted to write insurance in California and with a current A.M. Best's rating of A-: VII or better. Acceptance of insurance from a carrier with a rating lower than A-: VII is subject to approval by the City's Risk Manager. Contractor shall immediately advise the City of any litigation that may affect these insurance policies.

Applicable Laws

The laws of the State of California will govern the contract. The applicable law for any legal dispute arising out of the contract shall be the law of the State of California. The Vendor shall comply with all federal, state, county and local laws concerning this type of commodity/service. All system provided by the Vendor shall comply with all applicable federal, state, and local building, fire, safety, and electrical codes and all relevant industry standards.

Equal Employment Opportunity

The Vendor shall comply with all applicable state and federal laws addressing Equal Employment Opportunity.

Conflict of Interest

Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of the City of Pomona may not accept gratuities, entertainment, meals, or anything of value whatsoever from current or potential suppliers. The offer of such gratuity to any employee of the City shall be cause for declaring such supplier to be an irresponsible bidder and preventing him from bidding as provided in Sections 2-974 and 2-975 of the City Code of the City of Pomona.

Independent Contractor Status

It is expressly understood that the vendor named in any contract entered into by the City is acting as an "independent contractor" and not as an agent or employee of the City of Pomona.

Default of Contractor

The City of Pomona shall hold the contracted vendor responsible for any damage that may be sustained because of the failure or neglect of the vendor to comply with any term or condition listed herein.

Permits and Licenses

The contracted vendor shall secure or maintain in force during the period covered by any contract resulting from this specification all licenses and permits required by law for the operation of their business including a Pomona Business License.

Appropriation of Funds

If the term of this agreement extends into fiscal years subsequent to that in which it was approved, such continuation of the contract is subject to the appropriation of funds for such purpose by the City of Pomona City Council. If funds to effect such continued payment are not appropriated, the contractor agrees to terminate any goods or service supplied to the City under this agreement.

Non-Exclusive Contract

The City does not warrant to contract exclusively with a single contractor to perform services subject to this RFP.

Assignment

The contracted vendor shall, under no circumstances, assign any contract issued as a result of this proposal by any means whatsoever, or any part thereof to another party without express written permission of the City of Pomona.

Award of Contract

Award of any contract arising from any proposal submitted as a result of this RFQ may require approval by the City of Pomona City Council as prescribed by City Ordinances and Codes. If, after award of contract, consultant provides additional terms or conditions, they shall be considered VOID.

Signed Submission of Proposals

The submission of proposals must be signed in longhand by the offeror with his/her usual signature. Submission of proposals by partnerships must be signed with the partnership name by the principal partner, followed by the signature and designation of the partner signing; submission of proposals by corporations must be signed with legal name of the corporation of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

Late Submission of Proposal

Any submission of proposals received after the due date and time specified in this RFQ will not be considered.

Withdrawal of Submission of Proposals

Any vendor may withdraw his/her submission of proposals, either personally or by written or facsimile request at any time prior to the time set for the proposals opening, provided that written confirmation of any facsimile withdrawal of the signature of the Vendor is placed in the mail and postmarked prior to the time set for the opening thereof. Negligence on the part of the Vendor in preparing his/her submission of proposals confers no right of withdrawal or modification of his/her submission after such submission has been opened.

Public Information

After the date specified for the opening of the RFP, all materials received relative to this proposal will become public information and be available for inspection. The City reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

News Releases

The Vendor shall not make news releases pertaining to an award resulting from proposals made in response to the RFP without the prior written approval of the City of Pomona Finance Director.

In addition, the successful Vendor must agree not to release any advertising copy mentioning the City of Pomona or quoting the opinion of any City employee without written approval by the City of Pomona Finance Director.

Additional Requirement

The attached "Minority Business Questionnaire" and "Statement of Non-Collusion by Contractor" forms must be filled out, signed by a company principal or officer, and returned with the bid.

**Mobile Video Recording System
Per City of Pomona Specification No. 901.6
BID PRICE SHEET (Page 1 of 2)**

ITEM	REQUESTED ITEM	BID PRICE
1	EQUIPMENT – 55 Mobile Video Recording Systems and auxiliary equipment as described in this specification.	\$
2	SOFTWARE required to meet the requirements of this specification	\$
3	SALES TAX (9%)	\$
4	DELIVERY	\$
5	TRAINING – (Includes training on all operations of the MVS and training to install MVS by City staff)	\$
6	REMOVAL - Removal of old MVS equipment from 55 patrol vehicles	
7	INSTALLATION/INTEGRATION SERVICES (Optional) [City may choose to install MVS after evaluation of costs] a) MVS b) Server c) Management Console d) Transfer equipment	\$ \$ \$ \$
8	TRAVEL	\$
9	TOTAL BID PRICE	\$
10	State the manufacturer's warranty for all equipment proposed.	
11	Extended Warranty from date of purchase: Full parts and labor warranty.	_____ 36 months _____ 60 months
12	Annual Maintenance & Support- Year 1	
13	Annual Maintenance & Support- Year 2	
14	Annual Maintenance & Support- Year 3	
15	Annual Maintenance & Support- Year 4	
16	Annual Maintenance & Support- Year 5	
17	Supplemental equipment – Provide price for one (1) each: Transmitter	\$
18	AC Charging stations for the transmitters	\$
19	Black basket weave carrying case for the transmitter to be worn on officer's belt	\$

**Mobile Video Recording System
Per City of Pomona Specification No. 901.6
BID PRICE SHEET (Page 2 of 2)**

Include:

- Vendor References: Provide 3 references of other government or quasi-government agencies that are using the same equipment you are proposing. They must have operated the equipment for 6 months or longer. Include contact names and phone numbers.
- Brochure: Provide technical descriptions and product specifications for the proposed mobile video recording systems.
- State turnaround time for delivery of the new MVS after receipt of order.
- Form - Minority Business Questionnaire
- Form - Statement of Non-Collusion by Contractor
- Form - Agreement For Indemnification By Contractor/Vendor And Acceptance And Acknowledgment of Procurement Practices Of The City Of Pomona

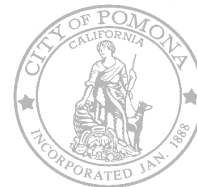
AUTHORITY TO SUBMIT BID

I _____, _____ am duly authorized to commit _____
(Full Name) (Title) (Company Name)

to sell/perform the products/services described herein at the prices and costs described herein. I understand by signing this quotation I am not obligating the CITY OF POMONA to make this purchase or enter into any agreement, nor am I signing a contract to sell/perform this purchase. By signing this document, I agree to comply with all specifications described herein, unless specifically noted.

Signature _____ Date: _____

ALL QUOTATIONS MUST BE SIGNED



City of Pomona - MINORITY BUSINESS QUESTIONNAIRE

Date _____

Name of Business _____

Division or Subsidiary, if applicable

Business Address

Telephone No.

Contact Person

Title

Type of Business:

Non Profit	[]
Sole Proprietorship	[]
Partnership - General	[]
- Limited	[]
Corporation	[]

Is the business 51% or more owned by:

American Indian	[]
Asian	[]
Black	[]
Hispanic	[]
Female	[]
Other _____	[]

(please specify)

Prepared By: _____

Title: _____

For more information, contact Purchasing Division, City of Pomona, (909) 620-2381.

City of Pomona - Statement of Non-Collusion by Contractor

The undersigned who submits herewith to the City of Pomona a Bid or proposal does hereby certify:

- a. That all statements of fact in such bid or proposal are true;
- b. That such bid or proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;
- c. That such bid or proposal is genuine and not collusive or sham;
- d. That said bidder has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the City of Pomona or of any other bidder or anyone else interested in the proposed procurement;
- e. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal;
- f. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else;
- g. Did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member agent thereof, or to any individual or group of individuals, except to the City of Pomona, or to any person or persons who have a partnership or other financial interest with said bidder in his business.
- h. Did not provide, directly or indirectly to any officer or employee of the City of Pomona any gratuity, entertainment, meals, or any thing of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.
- i. That no officer or principal of the undersigned firm is employed or has been employed, either full or part time, by the City of Pomona either currently or within the last two (2) years; or is related to any officer or employee of the City by blood or marriage within the third degree. An exception to this section may be granted by approval of the City Council prior to contract award.
- j. That no offer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal antitrust law in connection with the bidding upon award of, or performance of, any public work contract, with any public entity, within the last three years.

I certify, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct and that this certification was executed on _____, 20____, at _____ California.
(Location)

Firm _____

Street _____

City _____ State _____ Zip _____

(Signature)

(Print Name & Title)



AGREEMENT FOR INDEMNIFICATION BY CONTRACTOR/VENDOR AND ACCEPTANCE AND ACKNOWLEDGMENT OF PROCUREMENT PRACTICES OF THE CITY OF POMONA

The City of Pomona requires contractors and suppliers of services to the City to agree to indemnify and hold the City of Pomona harmless for claims or losses arising from or connection with the contracting party's work for the City of Pomona before a Purchase Order is issued.

To reduce the possibility of misunderstanding between contracting parties and the City in ease of a claim or lawsuit, the City of Pomona is requiring that contacting parties who perform services for the City sign this letter. This letter will act as and become a part of each Contract/Purchase Order between the City of Pomona and the contracting parties signing the letter for the period of _____ to _____.

In consideration of the opportunity of doing work for the City of Pomona and benefits to be received thereby, the contracting party to this agreement agrees as follows:

1. That where a contract, purchase order or confirming order is issued by the City of Pomona awarding a contract, this Letter Agreement is to be considered part of that contract.
2. Contractor agrees to indemnify the City of Pomona, and any officer, employee or agent, and hold the City of Pomona, and any officer, employee or agent, there of harmless from any and all claims, liabilities, obligations and causes of action of whatsoever kind or nature for injury to, or death of, any person (including officer, employees and agents of the City of Pomona), and for injury or damage to or destruction of property (including property of the City of Pomona), resulting from any and all actions or omissions of contractor or contractor's employees, agents or invitees, or any subcontractor of contractor or any of such subcontractor's employees, agents or invitees.
3. That the contracting party specifically waives the benefits and protection of Labor Code Section 3864 which provides: "If an action as provided in this chapter is prosecuted by the employee, the employer, or both jointly against the third person results in judgment against such third person or settlement by such third person the employer shall have no liability to reimburse or hold such third person harmless on such judgment or settlement in the absence of a written agreement so to be executed prior to the injury." This waiver will occur as to any contracts awarded by the City of Pomona to the contracting party to this letter while this Agreement is in force.
4. That this Agreement has been signed by an authorized representative of the contracting party, and such representative has the authority to bid the contractor/vendor to all terms and conditions of this Agreement.
5. That this Agreement shall be binding upon the successors and assignees of the contracting party to any contract with the City of Pomona. As a condition precedent to acceptance, any contacts from the City of Pomona and contracting party agree to advise its successors or assignees of this agreement and to obtain their consent to its writing before the work of the representative successor or assignees begin, such assignment shall not be effective without the written consent of the City of Pomona.
6. To promptly notify the City of Pomona of any change in ownership of the contracting party while this Agreement is in force.

This letter Agreement cannot be modified or changed without the express written consent of the City of Attorney of the City of Pomona.

On behalf of _____
(Name of Contractor or Vendor)

(Address)

I agree to the terms of this Letter Agreement
Name _____ Title _____
(Manager, Owner, or Officer of Company)

This Agreement is to be returned to: City of Pomona Purchasing Division, P. O. Box 660, Pomona, CA 91769